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| Job Title: | Director of Music | Roles: | Organmaster  Choirmaster |
| Department/Group: | Music Worship and Ministry | Location: | Ascension Episcopal Church  Stillwater, MN  [www.aechurch.org](http://www.aechurch.org)  See attached profile of community. |
| Level/Salary | $28-$38 per hour based on credentials and experience. Consideration for additional benefits. | Position Type: | Part-time |
| Contact: | [office@aechurch.org](mailto:office@aechurch.org) | Date Posted: | Sep 01, 2024 |

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| Schedule: | Year-round basis for Sunday services, Holy Days, rehearsals, and other occasional services as needed for approximately 24 hours per week. See Music Schedule Chart on Page 3. |
| External Posting URL: |  |

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| Applications Accepted By: |

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| **EMAIL**: office@aechurch.org  Subject line: **Director of Music application** | Mail: Ascension Church – Manwaring Office  215 4th St. N  Stillwater, MN 55082  Attn: Rev. Amy Krumenacker |

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| Mission Statement |
| As the love of Christ charges us to use our talents, so the mission of music at Ascension Church is to enhance and encourage the spirituality of its community and maintain Anglican tradition through its choral music and promotion of a variety of musical styles. |
| Position Description |
| Our music director is responsible to heighten worship at Ascension by leading the music program and ministry. It contributes to the spiritual life of the congregation through leadership of service music and hymns, anthems, solos, organ and other instruments in Sunday services, festival services, celebrations (weddings, memorial services) and other gatherings. The position includes serving as both organmaster and choirmaster. |

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| Director of music Role and Responsibilities |
| **Organist**   * Maintain technical skill through practice and rehearsals. Select music, learn or review each piece and determine organ registration * Rehearse including in conjunction with instrumental or vocal musicians. * Supervise organ care [(Dobson Opus 30)](http://www.dobsonorgan.com/html/instruments/op30_stillwater.html) and maintenance and other church owned instruments as indicated. * Play piano or recital based on music program and needs. Note: Grand piano (C size) in sanctuary and Steinway upright for rehearsals   **Church Services**   * Conduct pre-service warm-up and rehearsals. * Provide Instrumental Leadership at 10:00 a.m. Sunday Mass (organ, piano, etc.) * Select music based on church calendar, Rector’s, and Worship Committee input and appropriate to enhance the worship service.   **Adult Choir Director**   * Recruit, train, supervise, and direct choir members for participation in regular and special church services. * Select music, learn/review of the music and develop artistic interpretation. * Conduct choir rehearsals and develop the choir spirit of cooperation and excellence. * Provide individual support to choir members as needed (e.g. additional vocal lesson to become proficient in selected pieces). * Maintain and grow the music library in an organized and cared for structure.   **Music Education and Ministry Outreach**   * Lead Ascension Bell Choir and other ensemble groups that may draw members of the parish. * Engage, audition, direct guest instrumental or vocal musicians. * Consult with couples/families for weddings or memorial services including music selection. (Option to provide music for service with compensation negotiated with and provided by couples) * Author music program updates for AE newsletter as requested. * Coordinate concerts, performances, productions and in conjunction with other church music directors for communication programs as needed.   **Administrative Responsibilities**   * Provide information for Sunday service bulletins. * Attend staff meetings and consult with clergy. * Collaborate with Worship Committee in developing music worship objectives, plans and programs. * Develop and administer the defined annual budget for the music program authorized by the Vestry. * Provide deliverables to established timelines.  Qualifications and Education Requirements  * Bachelor’s degree in music * Or equivalent formal musical training * Or 8-10 years experience as organmaster/choirmaster * Preferred minimum 4 years of experience in a comparable position or equivalent applicable work history.  Preferred Skills  * Proficiency in church organ and performance experience. Demonstratable skills in organ performance. An audition is required. * Choral direction experience in diverse/eclectic styles. * Exhibit professionalism under a broad spectrum of musical and administrative activities. * Strong, positive leadership and interpersonal skills to motivate and support engagement of choirs, congregation, and church leadership. * Excellent oral and written communication skills * Collaboration with church leadership and Vestry in developing and implementing programs encompassing our music ministry. |

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| Start Date: | January 1, 2025 |

**Typical Director of Music Schedule**

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| **Activity** | **Type** | **Hrs./week** | **Notes** |
| ***Sunday Services*** | With Organ | 3 for 48 weeks | Extra for Christmas, Lent and Thanksgiving as planned |
| With Choir | 1.5 (39 weeks) | Includes .5 hr. prior to service. Subset of above |
| ***Choir Rehearsals*** | Weekly – Wednesday evening | 1.5 hrs. (39 weeks) | Adult choir only. Sept – May. |
| Pre-service | .5 hr. (39 weeks) | Included in Sunday Service with Choir above |
| ***Bell Choir*** | Weekly | 1 hr. (39 weeks) | Bell Choir |
| ***Ensemble Rehearsals*** | As needed |  |  |
| ***Preparation / practice*** | One hour of liturgy typically requires 1 hour of preparation | | |
| Total Preparation for Service | 5 | Music selection, rehearsals, practice, communications |
| ***Meetings*** | Clergy, staff | 1 |  |
| ***Interactive Communications*** | Greeting singers or other types of communication with musicians | 1 - 2 |  |