

JOB DESCRIPTION

POSITION INFORMATION	
Position Title: Music Director, St. Paul's Episcopal Church, Oakland	Issue Date: June 1, 2022
Reports To: Rector, St. Paul's Episcopal Church, Oakland	Location: 114 Montecito Ave Oakland, CA. 94610
Employment status: Part time, employed	
Salary: Range \$32,000-\$40,000 / year plus benefits . Opportunity for growth with program expansion.	
POSITION SUMMARY	
<p>Music is an integral part of the life of this parish. Under the leadership of the clergy, the Music Director exercises an important ministry that involves the staff, choir, all members of the congregation, and the community.</p> <p>The Director will serve as a pastor, educator, and principal musician for this parish. The Director will teach music and liturgy as necessary, prepare the choir, curate the musical experience for the entire congregation, steward St. Paul's excellence in sacred music performance, and creatively expand our musical offerings to reflect the diversity of our Parish.</p>	
ESSENTIAL DUTIES AND RESPONSIBILITIES	
<ul style="list-style-type: none"> • Assist the clergy with preparation of the liturgy • Select music for worship services • Assist in preparation of the bulletin (song references, lyrics, notational graphics) • Play the organ* and direct the choir <ul style="list-style-type: none"> ○ Sunday morning, 10 am (choir sings September through mid-June), year round ○ Evensong 4 pm first Sunday of the month (October-June) ○ Compline 8 pm fourth Sunday of the month ○ Holy Days including but not limited to Christmas Eve, Christmas Day, Ash Wednesday, Wednesday of Holy Week, Maundy Thursday, Good Friday, Easter Vigil • Provide organ* and choral music, if requested, for Weddings and Funerals, pending Music Director's availability • Provide organ* and choral music for additional services not listed above, pending Director's availability • Rehearse the choir as needed, schedule TBD • Hire and manage section leaders • Hire substitute or other musicians as needed for special services • Engage with the congregation at large to promote knowledge of and practice of singing our sacred music • Purchase music and other supplies as needed, within budget • Oversee the orderly maintenance of choir room, music library and choir vestments • Comply with relevant copyright laws • Oversee maintenance of Church's musical instruments • Participate in annual budgeting process • Support the Friends of Music Ministry which fosters engagement and coordinates with outside musical groups that use the Church's space for performance 	

- Within first year of hire, assess and report to the vestry the feasibility of a youth music program
- Abide by the American Guild of Organists Code of Ethics and Code of Professional Standards
- Comply with Diocesan Whole and Healthy Church compendium of policies and procedures that protect the community.
- Comply with St. Paul's personnel policies including vaccination against COVID19.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Experienced choral director
- Experienced organist*
- Deep knowledge of church music. Familiarity with the Episcopal liturgy is preferred.
- Strong commitment to the work of fostering diversity, equity and inclusion in our music program
- Knowledge of a variety of musical cultures and styles
- Foster a creative and respectful environment that encourages participation and builds musicians and the program.
- Recruit, train and retain volunteer singers.
- Proven pastoral, leadership and administrative abilities
- Familiarity with Finale, Sibelius or other notation software
- Proficiency in reading music, writing musical notation and transposition
- Collaborative, big picture thinker able to partner with others to expand musical offerings at St. Paul's

PREFERRED EDUCATION, EXPERIENCE AND CREDENTIALS

- Advance study of choral conducting, vocal pedagogy and organ.*
- Minimum of two years of leadership in directing church music, preferably at a liturgical church
- Experience in directing music in a wide range of musical styles

* Our strong preference is for a choir director-organist, and organ proficiency should be consistent with our instrument. Will consider separating the two roles under the right circumstances, with a commensurate adjustment in salary. If the position is split, the music director must be a skilled pianist, sufficient to accompany the choir during rehearsal.

Candidates for the position should submit the following no later than July 31, 2022:

- A letter of introduction
- Complete curriculum vitae, including a record of formal education, training in music, and employment history, including employers and positions
- Digital examples of organ performance
- Names and contact information for three professional references

St. Paul's Employee Policy requires proof of current vaccination against COVID19.

Submit to:

Sharon Pilmer, Chair, Music Director Search Committee

musicdirectorsearch@stpaulsoakland.org