

St. Mark's Episcopal Church

Music Associate and Organist

Job Description

Reports to:	Director of Music
Status:	Part-time (18 hours/week)
Position Start:	Immediately
Compensation:	\$19,000-\$24,000
Date of Job Description:	March 1, 2018

Job Summary

Alongside the Director of Music, the Music Associate assists in the high standard of music and musical education presented as part of the Episcopal worship and identity. The Music Associate provides essential leadership in the education of our RSCM-affiliated Youth Choir, serves as accompanist to our Adult Choir, and participates in other St. Mark's music events. Additionally, the Music Associate serves as the back-up for the Director of Music in the event of an absence.

Essential Functions

- **Primary musician for the Sunday 9:15 am worship service.** This includes preparing the assigned hymns, service music, and assisting in the recruiting, organizing, and scheduling of instrumentalists and ensembles.
- Serve as accompanist for the 1:00 pm Spanish service twice a month.
- Assisting and teaching as part of the RSCM Youth Choir; accompanying as needed.
- Serve as back-up for Director of Music (DofM) – Sunday mornings/Thursday evenings. (This is usually 1-3 times through the year).
- Some Cantor duties- including the ability to lead vocally from the organ and the piano.
- Attend staff meetings.
- Assist in the preparation for the Choral Evensong services, including as primary organist as instructed. *There will be 6 Choral Evensong services in the 2018-2019 season.*
- Complete administrative duties, such as scheduling brass players, organizing choral music, copyright compliance, and other duties as assigned.
- As part of the newly created St. Mark's Music Series, present at least one (1) solo performance per year.
- Alongside the DofM, confirm and coordinate with invited musical guests of the St. Mark's Music Series.
- Choral Masterworks participation; singing, leading sectionals, coordinating with instrumentalists, ordering scores, marketing and outreach, and many other duties as assigned.
- **Summer Work**
 - During the summer months, St. Mark's switches to 3 services a Sunday instead of 4. The Music Associate is expected to play one (1) of the 3 services each week on a rotating schedule with the DofM. This schedule can be adjusted to offer the Music Associate opportunities to explore other musical collaborations as he or she feels.
 - Assist the DofM with administrative duties to prepare for next season's music.
 - Potential travel with the DofM and Youth Choristers to music events and camps.

Core Competencies

- **Mission Ownership:** Demonstrate understanding and full support of the vision and values of St. Mark's. Can teach the vision and values to others.
- **Musicality:** Plays the pipe organ and piano exceptionally well and can lead other instrumentalists/choirs for worship; enjoys working with singers of all ages and talents; accesses and uses a range of high quality

Christian music traditions, including gospel, jazz, early American, world and traditional Anglican repertoires. Those with strong choral backgrounds are strongly considered for this position.

- **Collaborative spirit:** Enjoys working with a variety of ages and types of people and draws out and uses their musical talents; work with clergy and lay leaders to create rich and powerful worship of God according to liturgical seasons; use liturgical calendar to plan ahead and anticipate resources needed.
- **Professionalism:** Models and develops a sense of respect for others. Productively engages and resolves personal conflict. Models accountability and servant leadership in all areas of responsibility. Engages people positively, with a demeanor of optimism and abundance.
- **Management Skills:** Demonstrates commitment and flexibility in scheduling rehearsals of choirs and instrumentalists. Marshals resources of people, funding and materials to get things done.
- **Leadership Development:** Provides challenges, tasks and assignments for developing leaders in the music program. Encourages people to try new skills.
- **Care for the church:** Finds church a primary locus of spiritual development, follows through with tasks as a way of showing care for the people; respect the rhythms and traditions of Episcopal liturgy.

Minimum Qualifications:

- Bachelor's Degree in Music or related experience.
- Ability to play the organ, piano, and direct a choir.
- 2 years ministry experience required. Experience in a large (250+) liturgical church environment preferred.
- Demonstrated music leadership.
- Anglican background and/or RSCM background *strongly* considered.

Physical Requirements:

- Able to climb stairs to choir loft.
- Able to speak in public.
- Ability to lift up to 30 lbs.
- Ability to work with organs and pianos.

Work Environment:

- St. Mark's Church facilities (Choir room, Sanctuary, Parish Hall)
- Occasional external trips for outside meetings

Goals for 2018-2019

1. Increase participation of the congregation in the music program by offering significant opportunities to share gifts in worship. Use variety of strategies, such as personal connections, open rehearsals, singing forums, Hymns 101, etc.
2. Help institute a unique musical identity to the 9:15 am worship service.