

Director of Music - Full Job Description

Our Lady of Victory Parish in Crestview, Florida is currently looking for a full-time Director of Music join their team. The director of Music's primary responsibility is to plan and conduct music programs in support of religious services, parish. He/she is to function as an accompanist and ensure appropriate weekend coverage for masses. Work schedule shall be set in consultation with the Pastor.

I. ESSENTIAL DUTIES AND RESPONSIBILITIES:

A. Business functions

1. Collaborate with Pastor and Business manager to determine annual music budget
2. Receive approval of the Pastor for any expenses of the music program beyond approved budget
3. Supervise maintenance of equipment, i.e., pianos, keyboards, and audio equipment, music library as determined by the Pastor
4. Knowledge of Microsoft Office® (Word, Excel, Power Point) or Apple® (Numbers, Pages, Keynote)

B. Music Program Development

1. Consult the Pastor in determining goals of the parish's overall music program
2. Provide music recommendations for religious services
3. Coordinate music programs with liturgical calendar
4. Keep informed of current music methods, materials, utilizing them where appropriate
5. Establish regular rehearsals when needed
6. Work with Cantors to develop skills and presentation
7. Regularly attend meetings of the parish regarding liturgy
8. Maintaining copyright licenses for all music used in Liturgies

C. Music Program Implementation

1. Direct planning and conducting of music programs within the church
2. Coordinate the performance schedules of music groups and individuals within the church
3. Expand and enhance the breadth and depth of range of music, using and ever-increasing number of genres of music employed for masses
4. Availability for funerals and weddings required

5. Coordinate coverage for all weekend masses at the parish

II. QUALIFICATIONS

- A. Minimum of 2 years prior experience in music ministry.
- B. BA degree in music preferred
- C. Must have a comprehensive knowledge of Catholic church teachings with particular emphasis in areas of liturgies and ceremonies
- D. Strong leadership and organization skills
- E. Possess knowledge of both traditional and contemporary liturgical music
- F. Knowledge of wide variety of musical styles and ability to teach these styles
- G. Possess effective interpersonal communication skills
- H. Proficiency in piano required
- I. Proficiency in reading music
- J. Accomplished vocalist
- K. Must pass the Diocesan background check and completed the online Diocesan safe environment program

III. PHYSICAL PERFORMANCE ELEMENTS:

- A. Ability to use computer keyboard for up to 8 hours/days
- B. Ability to sit for up to 8 hours/day
- C. Ability to lift to twenty pounds
- D. The duties and requirements described above are representative of those encountered during performance of the essential functions of this job
- E. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

To apply, please email a cover letter, resumé, and attached audition audio file (or online link to audition video) to: marienr@clergy.ptdiocese.org