

<b>JOB DESCRIPTION</b>
------------------------

**ASSISTANT MUSIC DIRECTOR**

Saint Joachim Church, Diocese of Orange

**POSITION TITLE:** Assistant Music Director

**STATUS:** Part-time; Non-exempt.

**HOURS:** Tuesday and/or Thursday from 4:00 to 9:00 PM  
Sunday from 9:00 AM to 5:00 PM (with 1 hour meal break)

**SALARY RANGE:** Hourly wage depends on task (see specifics below)

**SUPERVISORY RESPONSIBILITY:** Volunteers

**REPORTS TO:** Director of Music for Church and School

**PRIMARY PURPOSE:** Assist Director of Music for St. Joachim Church and School with musical needs for Parish and School in support of liturgy, sacraments, and special occasions as assigned.

**QUALIFICATIONS & EXPERIENCE:**

**REQUIRED:** B.A. in Music (Vocal Performance or Composition) or commensurate musical training/experience; knowledge and understanding of Catholic liturgy; strong interpersonal skills, teaching skills and can work well with children and diverse communities; familiarity with OCP materials (some GIA, WLP etc.)

**DESIRED:** prior experience as a participant and/or leader in Church music ministry; strong cantor skills; choral conducting skills; skills on other liturgically useful instruments (piano/organ/guitar); bilingual (English/Spanish); experience in school music environment; familiarity with *Flor Y Canto* and related materials.

**Other Helpful Skills:**

- Accompanist (keyboard and/or guitar) and other useful instrument(s) for Liturgy
- Familiarity with sound equipment (Mics, Mixers, Power-Amps etc.)
- Familiarity with recording equipment/software (i.e. Pro-Tools)
- Familiarity with music writing/arranging software (Finale, Dorico, Sibelius etc.)

**EQUIPMENT OPERATED:** Audio system, microphone, amplifier, personal computer, printers, copiers, and other office equipment, various musical instruments, sound and recording equipment.

**Performance Duties & Responsibilities to include all or some as assigned:**

- Direct (or assist) choir rehearsals and choir at Masses (rate: \$24-26/hour)
  - Choir section leader (S, A, T or B)
  - Lead or assist Youth Choir (Life-Teen style)
  - Direct (or assist) Student Choir rehearsals and Masses as needed
- Cantor in English or Spanish at Sunday or weekday Mass (rate: \$74-75/hour)
- Cantor in English or Spanish at Wedding or Funeral Mass (rate: \$149-150/hour)

**Clerical Duties & Responsibilities to include all or some as assigned (rate: \$25-26/hour)**

- Correspond w/families for Weddings/Funerals/Quinceañeras
- Maintain church music library files
- Assemble/dis-assemble weekly choir folders
- Organize and maintain Music and Supply Rooms
- Correspond with student choir families
- Maintain school music library files

**Physical Requirements**

1. **Standing and Walking:** Frequently standing and walking during rehearsals and performances.
2. **Manual Dexterity:** Using hands to conduct, play instruments, or handle music sheets.
3. **Lifting and Carrying:** Occasionally lifting and carrying musical instruments or equipment, which can weigh up to 25 pounds, without assistance.
4. **Vocal Use:** Extensive use of the voice for singing, instructing, and demonstrating techniques.
5. **Hearing:** Ability to hear and distinguish musical tones and pitches accurately.

**Work Environment**

1. **Indoor Settings:** Working primarily in classrooms, rehearsal rooms, and performance venues.
2. **Noise Levels:** Exposure to varying noise levels, especially during rehearsals and performances.
3. **Flexible Hours:** May require working evenings, weekends, and holidays for performances and rehearsals.
4. **Collaboration:** Working closely with students, other music staff, and occasionally with external performers or groups.