

16 January 2024

Job Posting: Director of Music

Summary

The Director of Music serves as the senior staff person for the music program of the church, working closely with the Rector on all matters pertaining to the music program, supervising choir members, invited musicians, and the *Gretchen Welch Music Scholars* in collaboration with the Organist. The Music Director has oversight of all music ministries; however, the Rector retains final authority over the music ministry and the liturgies and music of the church.

Qualifications

- A degree in music.
- Choral conducting experience.
- Knowledge of the liturgy and music of the Episcopal Church.
- Good verbal and written communication skills.
- Self-directed with good leadership skills and valuing good working relationships.

Duties and Responsibilities:

- Provide for choir music at all regular Sunday Services during the 10-month choir season, specified Holy Days, Christmas Eve Services, and all Diocesan Services as agreed upon with the Rector or Officiant.
- Provide for singers and/or instrumentalists during the summer months when the choir is on hiatus and for other special occasions.
- Oversee music for Evensong and Lessons and Carols services (see next page for details).
- Provide regular choir rehearsals on Wednesday nights. Incorporate singers and instrumentalists into the Services of the Church as needed.
- Actively engage the congregation across all ages during worship through music.
- Attend regular and called staff and Worship Committee meetings.
- Create and explore with the Rector the scope of music performed at the Church.
- Strive for excellence with a music program that reflects the importance and liturgical necessity of music in the Episcopal Church and in the Anglican tradition.
- Develop and maintain a good working relationship with the Organist and other staff.
- Supervise and direct members of the choir(s).
- Recruit, select (after review by Rector), and supervise the *Gretchen Welch Music Scholars* (see next page for details).
- Provide for organ maintenance and piano tuning.
- Other duties as agreed to by the Music Director and the Rector.

Terms of Employment

This is a part time position (15 hours per week) with a one-year renewable term. Salary is commensurate with qualifications and local standards. The Music Director reports to the Rector, or to the Senior Warden in the Rector's absence.

Interested persons are asked to email a cover letter, résumé, and two references to Michael Norton nortonml51@gmail.com. This position will remain open until filled. We anticipate a start date of 1 June 2024.

Evensong and Lessons and Carols

Emmanuel Episcopal Church offers Evensong services on the first Sunday of the month from October through May featuring choral ensembles from the region. Each year is built on a theme. For the 2023–2024 season, the theme focuses on female saints.

In December, the church holds a service of Lessons and Carols modeled on those of Anglican churches in the United Kingdom. Since 2005, this service has been led by the Madison Singers of James Madison University.

Gretchen Welch Choral Scholars

A generous bequest by Gretchen Welch, former Music Director at Emmanuel Episcopal Church (1998–2010), with additional funding by the Bowman family and other donors, has enabled the church to provide funding for four choral scholars drawn from local universities, one for each section of the choir. The scholars serve as section leaders and as soloists.