

JOB DESCRIPTION

JOB TITLE: Associate Director of Music Ministries

POSITION STATUS: Exempt

NUMBER OF HOURS PER WEEK: 10

REPORTS TO: Director of Music and Arts

DATE OF THIS REVISION: 05/12/2011

BASIC PURPOSE OF THIS JOB:

The staff at St. Luke's United Methodist Church is committed to providing a positive worship experience and music is an integral part of that overall experience. This position is actively engaged in supporting the music ministry by directing and leading some of the church's choirs and ensembles and by providing administrative support to music-related activities and needs.

This position is also responsible for carrying out other duties as may be assigned by the Senior Minister or the Director of Music and Arts.

NOTE THAT THE FOLLOWING REQUIREMENTS AND ENVIRONMENTAL AND WORKING CONDITIONS APPLY TO ALL FUNCTIONS OF THIS POSITION

Aptitudes & Temperaments Required: Music - Relevant experience in directing and leading choirs, ensembles, orchestras, and small music groups.

Administrative – Spiritual and faith-based leadership. Ability to manage and organize the various administrative tasks required to facilitate the music ministry. Ability to work with a team of music and arts leaders.

Skills & Education Required: Proficiency with a musical instrument. Advanced music degree preferred.

Physical Characteristics Required: Able to sit and stand for long periods of time.

Environmental & Working Conditions: Customary church office and sanctuary environments.

ESSENTIAL FUNCTION #1: Music Ministry Program Administration

1. Direct, coordinate and recruit for the Brass Ensemble.
2. Direct, coordinate and recruit for the St. Luke's Orchestra.
3. Direct, coordinate and recruit for the Ministers of Swing.
4. Direct, coordinate and recruit for the St. Luke's Youth Jazz Orchestra.
5. Direct, coordinate and recruit for the St. Luke's Wind Ensemble.
6. Assist or lead with Musical Direction for St. Luke's music/drama productions.
7. Build and maintain relationships within the St. Luke's community.
8. Actively recruit and equip musicians in order to enhance/expand music ministries.

Percent of time: 70% (Ensembles meet at various times throughout the year.)

Potential to expand position based on ability to build programs at St. Luke's.

ESSENTIAL FUNCTION #2: Administrative Duties

1. This position is responsible for a variety of administrative duties that support and enhance the St. Luke's music ministry.
2. Specific duties include: selecting and organizing music; overseeing the church's music library; setting up and coordinating of ensembles; assisting with concert scheduling; participating in worship planning; and substituting for the Director of Music and Arts when needed.

Percent of time: 30%