# Roberts Park UMC

## Music Director – Job Description and Person Specification

### Job Description

Position Title: Music Director

Reports To: Executive Director

Status: Part-time Salaried (10 hours per week)

#### General Description

The role of the Roberts Park UMC Music Director is to provide leadership in the development of music that enhances the worship and ministry of the church. The Music Director works in cooperation with the Organist and reports directly to the Executive Director.

#### Responsibilities

1. Assume direct responsibility for the Chancel Choir and reforming the handbell choir. Review, select, and order choral and handbell music that enhances Sunday worship services.
2. Provide music for special seasonal services including but not limited to Christmas Eve, Ash Wednesday, Maundy Thursday, Good Friday, and other services as needed in the Christian year. Attendance at these services is always required.
3. Recruit, teach, and encourage choir members for a strong chancel choir.
4. Arrange for soloists and other musical accompaniment in cooperation with the Organist, especially for recitals or Sundays when the choir is not singing.
5. Lead weekly rehearsals for the chancel choir in preparation for services from September through June. Occasionally, summer services may include choir participation. Chancel choir currently meets on Thursday evenings at 7:00 p.m.
6. Lead the handbell choir including recruitment and rehearsals. Schedule regular participation in worship services from September through June.
7. Collaborate with the clergy for planning special services and events.
8. Attend monthly meetings and work with the Worship Committee to develop musical opportunities within the church.
9. Recruit and audition choir section leaders to participate in the chancel choir.

Personnel matters are governed by the Staff Parish Committee.

### Person Specification

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| Attribute | Essential | Desirable |
| **Education** | A thorough education to degree level at a recognized college, university, or conservatory including choral conducting. Bachelor of Music in performance or music education with an emphasis on choral conducting.  | Master of Music or Doctor of Musical Arts in choral conducting; piano/keyboard skills. Excellent piano/keyboard skills. |
| **Experience** | Leadership experience as a choir director/trainer in a church, educational, or secular setting. Experience with both volunteer and paid singers. Ability to recruit, inspire, and manage vocalists of all levels.  | Skilled in musical composition; experience accompanying liturgical music and leading congregational singing. Experience with handbell choir. |
| **Communication & Interpersonal Skills** | Personable and collaborative; clear communicator with good computer skills. Ability to build strong working relationships and support other musicians. Sense of humor and resilience. |  |
| **Musicianship** | Excellent sight-reading; strong rehearsal and conducting skills; creative musical leadership. | Ability to compose and arrange music. |
| **Liturgical Knowledge** | Familiarity with Methodist worship traditions. Strong working knowledge of current hymnal. Awareness of Roberts Park UMC worship style.  |  |
| **Leadership & Administration** | Self-motivated, strategic thinker, organized, team oriented. Proven ability to manage time and musical programming. | Energy and ambition to achieve high musical standards. |
| **Faith & Commitment** | Committed Christian with a desire to lead worship through music in various contexts. | Experience in Methodist tradition. |
| **General Appearance** | Professional appearance; knowledge of appropriate choir attire/robes for services. |  |
| **Child Protection** | Will be required to pass background checks and comply with Roberts Park’s Child Protection Policy. |  |