

**The Presbyterian Church, Fredericksburg, Virginia
Director of Music Job Posting**

The Presbyterian Church is seeking a part-time Director of Music to fill a staff position at our historic church located in downtown Fredericksburg. The Director will lead a program based primarily on our long history of classical and sacred repertoire in the Reformed tradition.

Music Responsibilities

1. Collaborate with the pastor and organist to plan and provide appropriate music for traditional Sunday worship and special services.
2. Provide support for musical offerings at weddings, funerals, and memorial services upon request.
3. Provide leadership and oversight for entire music program which currently includes adult choir, handbell choir, youth choir, and children's choir, maintaining a high standard of music excellence.
4. Plan and implement musical offerings that highlight the liturgical seasons and complement the church's ministry, such as youth musical productions, seasonal cantatas, major works.
5. Hire instrumentalists as appropriate within budget for special events or to enhance Sunday morning worship.
6. Promote music as an integral part of church life by providing occasional leadership or coordination of music for church education programs and events.

Administrative Responsibilities

1. Work collegially and collaboratively with other staff, leaders and volunteers.
2. Attend monthly staff meetings, worship and music committee meetings, and other meetings as requested.
3. Serve as the direct supervisor of the organist.
4. Maintain and organize the church's extensive music library and ensure copyright compliance.
5. Oversee the budget of the music program including ordering music and other supplies, and maintenance of musical equipment.
6. Collaborate with staff using Office 365, OneDrive, and SharePoint.

Accountability

The Director of Music reports to the Pastor as Head of Staff and is accountable to the Session through the Personnel Committee. The position requires regular collaboration with church staff, elders, worship leaders, volunteers, and musicians. An annual performance review will be conducted by the Personnel Committee.

Required Qualifications

1. Demonstrated excellence in directing musical ensembles, supported by relevant education or experience.
2. Vocal pedagogy training for all age groups.
3. Strong interpersonal and communication skills.
4. Ability to provide keyboard rehearsal accompaniment; regularly for children and youth choirs, occasionally for adult choir. (preferred)
5. Willingness to work within the theology, polity, and worship practices of The Presbyterian Church (PCUSA).

Hours

This is a salaried, part-time position averaging approximately 20 hours per week during the program year. A regular schedule will be established around worship services, rehearsals, and required meetings, with regular independent work completed on or off site. In person attendance is expected at church services, rehearsals and meetings. Additional hours are expected during Lent, Holy Week, Advent, and Christmas Eve. These seasonal demands are balanced by a lighter rehearsal schedule in June and July.

Compensation and Benefits

Annual salary: \$42,500

Benefits, including paid vacation and sick leave, are provided in accordance with the Employee Handbook.

Application process

Please submit the following to apply@fredericksburgpc.org:

1. Cover letter and resume
2. References available upon our request