

CRESCENT AVENUE PRESBYTERIAN CHURCH (CAPC)

INTERIM DIRECTOR OF MUSIC MINISTRIES (The Interim director)

Reports to: Head of Staff; Worship, Music and Arts Committee of Session

Summary:

Crescent Avenue Presbyterian Church has a long and much-valued tradition of high-quality music offerings that nurture the faith of congregants in worship and engage the talents of the choir and other musicians as well. The incumbent is responsible for the design, development, implementation and leadership of the overall music program in conjunction with the Worship, Music and Arts Committee, the Pastor and the Session in a way that supports the mission, values and theology of this church. As the music tradition of this church is very robust, the incumbent will need to demonstrate a willingness and ability to work with other colleagues in the music ministry, fostering relationships and expanding the scope to ensure that the diverse voices are nurtured and represented as appropriate. The successful candidate will be a highly-skilled organist and choir director who can assist in an assessment of the program needs.

This position is part-time (approximately 20 hrs/wk) beginning September 1, 2017 through July 1, 2018, with a monthly salary range of \$1,950 - \$2,350. Four weeks of paid vacation to be taken as agreed upon.

Responsibilities:

- The interim director shall be responsible for the oversight of the entire music program at CAPC. The church has an extensive music library which is cataloged electronically to assist in review and selection of pieces for both organ and choir.
- The interim director shall provide appropriate music for all regularly scheduled Sunday morning worship services, including but not limited to, playing the organ for service music such prelude, postlude, hymns and responses, and shall select, direct and accompany as necessary choral music selections for one adult choir with one scheduled rehearsal per week.
- In addition, the interim director shall provide music for additional religious services such as Christmas Eve, Ash Wednesday, Maundy Thursday, Good Friday {Tenebrae with Crescent Singers (a cappella)} and others as agreed upon by both parties.
- The interim director has the right to provide music for all weddings, funerals, installations or any other event or service. The compensation shall be that which is customarily specified by CAPC for such events; or shall be agreed upon by the interim director and the parties requesting the event; and shall be in addition to the contracted salary.

- The interim director shall have full use of CAPC facilities to provide musical instruction to any and all students requesting it at no cost to him for building usage, subject to availability.
- With the approval of the Crescent Concert* board, the interim director shall also have overall artistic responsibility for the Crescent Concert series running from September through May, with approximately 7-8 programs. Duties include, but are not limited to:
 - Directing the Crescent Choral Society (2 performances per season) and Crescent Singers (2 performances per season)
 - Overseeing the programming, planning and management of rehearsals for the above, traditionally on Monday nights.
 - Active participation on the Crescent Concerts Board of Directors (monthly meetings)
 - Overseeing engagement of other musicians as required for the various performances.

*Crescent Concerts has been in existence since 1982. It has an active and experienced board of interim directors who oversee all aspects of production of the series (stage and hall management, design and printing of promotional flyers and concert programs, publicity, fund-raising, etc.). Each program is assigned to one of the board members, who is then responsible for overseeing the unique requirements of that concert. In addition, the Crescent Choral Society has its own infrastructure to support the preparation for those concerts. There are presently two music librarians who have cataloged the extensive collection of music and are available to assist the Director.

Qualities and Qualifications:

- Excellent interpersonal and communication skills
- Strong organizational and administrative skills
- Ability to work effectively in a team environment
- Experience with conflict resolution
- Bachelor's degree in Music (Masters preferred)
- Minimum of 3-5 years of experience, preferably in church setting
- Knowledge of Copyright Laws