

POSITION DESCRIPTION

JOB TITLE: Director of Traditional Music
REPORTS TO (Title): Senior Pastor
FLSA STATUS: Exempt
UPDATE DATE: November 2022

POSITION SUMMARY:

This position is the choirmaster and principal musician for traditional worship experiences at Wesley Memorial.

KEY DUTIES AND RESPONSIBILITIES:

Ministry

- Leads the congregation in music-making experiences so they may grow in understanding the Christian faith and music's role in faith.
- Serves as producer for assigned televised worship services, overseeing the set-up, production, securing soloists and proofing the final video.
- Responsible for effective management of assigned budget and endowment funds.

Education

- Oversees the Chancel choir, along with other choral and handbell choirs.
- Selects and teaches the music to choir members in preparation for worship services.

Performance

- Continues to develop personal musical skills through study, practice, workshops and private lessons.
- Responsible for advertising, auditioning, selection and supervision of certain paid contractors including the Wesley Singers.

Maintenance

- Responsible for the maintenance of assigned musical instruments including sanctuary and chapel pipe organs, sanctuary, chapel and choir room pianos,

Other

- Other duties may be assigned by the Manager of Building Usage and Hospitality or Senior Pastor.

EDUCATION, EXPERIENCE AND SKILL REQUIREMENTS:

- Minimum 5 years of significant, successful experience in leading congregations in traditional music.
- Demonstrated experience managing professional musicians. Experience managing volunteers is a plus.
- Demonstrated experience with basic financial management of programming and events.

COMPETENCIES:

Initiative
Flexibility
Interpersonal Skills
Leadership
Teamwork

SUPERVISORY RESPONSIBILITIES:

No employee direct reports. Will supervise a team of volunteers.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to prepare food, handle, write; reach with hands and arms and stoop or kneel. The employee is frequently required to sit, speak and hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent in this position will spend time in an office environment, but also be involved in physical activities related to moving, loading and unloading musical instruments and related equipment. Lifting up to 40 pounds is not uncommon.

This is a working document knowing that certain primary responsibilities of the Director may change over time.

Signature

Date

Print Name

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