

JOB DESCRIPTION

CHORAL MUSIC ASSISTANT

Saint Joachim Church, Diocese of Orange

POSITION TITLE: Choral Music Assistant

STATUS: Part-time; Non-exempt, part-time: 15-18 hours per week

SALARY RANGE: \$22-26/hour

SUPERVISORY RESPONSIBILITY: Volunteers

REPORTS TO: Director of Music for Church and School

PRIMARY PURPOSE: Assist Director of Music for St. Joachim Church and School with musical needs for Parish and School in support of liturgy, sacraments, and special occasions as assigned.

QUALIFICATIONS & EXPERIENCE:

REQUIRED: B.A. in Music (Vocal Performance or Composition) or commensurate musical training/experience; knowledge and understanding of Catholic liturgy; strong interpersonal skills, teaching skills and can work well with children and diverse communities.

DESIRED: prior experience as a participant and/or leader in Church music ministry; strong cantor skills; choral conducting skills; skills on other liturgically useful instruments (piano/organ/guitar); bilingual (English/Spanish); experience in school music environment.

EQUIPMENT OPERATED: Audio system, microphone, amplifier, personal computer, printers, copiers, and other office equipment, various musical instruments, sound and recording equipment.

NOTE: *The following are typical tasks executed by our Director of Music and prospective applicants are not expected to be well versed in all these tasks. Prime candidates for the job would be strong in many areas, and willing to learn in others.*

St. Joachim CHURCH

Performance Duties & Responsibilities to include all or some as assigned:

- Cantor in English; familiarity w/OCP materials (some GIA, WLP etc.)
- Cantor in Spanish; familiarity with *Flor Y Canto* and related materials
- Choir section leader (S, A, T or B)
- Lead or assist Youth Choir (Life-Teen style)
- Direct (or assist) choir rehearsals and choir at Masses

Clerical Duties & Responsibilities to include all or some as assigned:

- Correspond w/families for Weddings/Funerals/Quinceañeras
- Maintain church music library files
- Assemble/dis-assemble weekly choir folders
- Organize and maintain Music and Supply Rooms

St. Joachim SCHOOL

Performance Duties & Responsibilities to include all or some as assigned:

- Direct (or assist) Student Choir rehearsals and Masses
- Accompany and/or cantor at school Masses as needed
- Assist with music classes for grades TK-5 as needed

Clerical Duties & Responsibilities to include all or some as assigned:

- Correspond with student choir families
- Maintain school music library files

Other Helpful Skills:

- Accompanist (keyboard and/or guitar) and other useful instrument(s) for Liturgy
- Familiarity with sound equipment (Mics, Mixers, Power-Amps etc.)
- Familiarity with recording equipment/software (i.e. Pro-Tools)
- Familiarity with music writing/arranging software (Finale, Sibelius etc.)

To apply for this position, please send cover letter and resume to Ree Taylor, Parish Director, at rtaylor@stjccm.org.