

OUR LADY OF THE LAKE

POSITION DESCRIPTION

Position: Director of Sacred Music

Department: Music

Reports to: Pastor

Classification: Full-time

General Description

The Director of Sacred Music is responsible for the entirety of the music ministry at the parish and serves as organist and choirmaster for the church.

Specific Duties/Responsibilities

The following specific responsibilities are representative of duties required in this position. They may be unilaterally but reasonably changed based on the working environment and departmental needs.

- Provides musical leadership for the four weekend Masses (Saturday 5:30pm; Sunday 9am, 10:30am and 12noon).
- Conducts both the Parish Choir, which rehearses weekly (Thursday evenings) and sings for the 10:30am Sunday liturgy, and the Children's choir, which also rehearses weekly (pending school schedule) and sings for monthly school masses as well as the 12noon Sunday liturgy once per month.
- Provides supervision and instruction for the professional cantor program, which currently involves four singers (SATB), who also serve as staff singers for the Parish Choir.
- Provides supervision and instruction for the Choral Scholar program, which currently involves four singers (SATB), who are also staff singers for the Parish Choir.
- Manages the entire choral library and the record keeping for the music ministry.
- Preserves and maintains the church's musical instruments, including: a beautiful Kawai concert grand piano, a Kawai digital piano, and a Diane Bish signature series Allen organ (3 manuals, 56 ranks). The Allen organ is being rented as a temporary replacement for the pipe organ that has been significantly damaged in a recent fire. There is exciting potential for a new pipe organ project spearheaded by the new Director of Sacred Music.
- Oversees the entire music budget and makes recommendations and provisions as the needs of the parish evolve over time.
- Provides musical and liturgical leadership for the monthly school masses during the academic year. These masses take place at 8:30am, normally on feast days.
- Provides musical leadership for all Holy Days of Obligation as well as the extra seasonal and sacramental liturgies (i.e.. Holy Week, Confirmation, etc.)
- Provides musical supervision and arrangements for any concerts/special liturgies that take place in the church, including the annual Night at the Opera as well as our annual Faure Requiem with orchestra.
- Serves as the primary organist for all weddings and funerals, depending on availability (first right of refusal).
- The Director is expected to keep a 5-day per week on-site/in person working schedule.
- Other duties as assigned.

Qualifications/Skills

- High-caliber liturgical musician with significant experience.

- Very strong skills in organ performance, improvisation, piano accompaniment, choral rehearsal technique and direction.
- Highly dependable and organized.
- Possesses a warm, pastoral and affable demeanor, particularly when interfacing with parishioners.
- Ability to work well as part of a team.
- Possesses a strong degree of initiative and agency and has the ability to work well on their own.

Education

Bachelor's degree is required. Master's degree preferred.

Physical Demands

The physical demands 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.