

Job Description
Music Director
(Choir Director/Organist)
St. Paul's Episcopal Church
261 S. 900 E., Salt Lake City, UT 84102

Overview:

The Choir Director shall develop and lead the worship music ministry for St. Paul's, in consultation with the Rector, in a way that is consistent with our mission, values, and theology, promoting respect for others, creating a positive atmosphere, and maintaining the high standard of musical quality that has traditionally enhanced our worship services.

The Organist shall play the organ and piano for worship services and choir rehearsals, as well as for special services such as weddings and funerals when appropriate.

Both the Choir Director and Organist shall be selected by the Rector, in consultation with the Choir Committee, and shall serve at the pleasure of the Rector.

Depending on the skills and qualifications of the applicants received, St. Paul's is open to the possibility of hiring a separate Choir Director and Organist, or else a Music Director who will assume the responsibilities of and receive compensation for both positions.

Choir Director Responsibilities:

- Music Staff. Shall oversee all music staff and programs including organists, accompanists, choir members, section leaders, vocal soloists, and instrumentalists. Shall audition, hire, dismiss, and arrange for substitutes as necessary.
- Worship. Shall select and plan music for services, in consultation with the Rector. Shall provide choir music for all services during the regular choir season (from the Sunday following Labor Day weekend to the Sunday before Memorial Day weekend) and for special services including but not limited to Christmas Eve, Ash Wednesday, Holy Week, Pentecost, and All Saints Day.
- Adult Choir. Shall select repertoire, schedule rehearsals, assist in recruiting new choir members, motivate, supervise, and train choir members, ensure that choir vestments are maintained, and order replacements as necessary.

- Music Library. Shall select and order new music as appropriate, maintain the existing music collection, and select a volunteer Music Librarian to assist as necessary.
- Special Events, Weddings, and Funerals. Shall provide music and hire vocal soloists and instrumental musicians as appropriate.
- Scheduling. Shall schedule musical events with the Rector and Parish Administrator.
- Instrument Maintenance. Shall schedule tunings and repairs for all parish instruments including the pipe organ and pianos.
- Budget. Shall be responsible for adhering to the music budget set by St. Paul's Vestry and shall provide input, as appropriate, regarding proposed items in the music budget.

Organist Responsibilities:

- Worship. Shall provide organ and/or piano music for regular Sunday worship services, including both the choir season (Labor Day to Memorial Day) and the summer season, and for choir rehearsals.
- Special Events, Weddings, and Funerals. Shall provide organ and/or piano music as appropriate.

Qualifications:

The Choir Director shall be skilled and experienced in choir direction, shall have an appreciation for traditional and other styles of church music in the Episcopal tradition, shall have the ability to recruit instrumentalists and vocal musicians as needed, and shall have good organizational and interpersonal skills.

The Organist shall be proficient in playing the organ and piano. Depending on the qualifications of the chosen candidate(s), the Choir Director and Organist positions may be combined into one Music Director.

Compensation and Benefits:

Payment is based on a nine-month per year schedule for the Choir Director and a year-round schedule for the Organist. Total compensation for the two positions will be \$20,000-\$23,000 based on negotiated duties. Compensation for weddings and funerals will be in addition to this amount.

Application:

Please submit a resume and references to Rev. Kurt Wiesner at rector@stpauls-slc.org. Applications will be accepted until December 1, 2022. It is anticipated that employment will begin on January 1, 2023.