

**The Church of the Ascension
In the City of New York
12 West 11 Street
New York, NY 10011**

Position Description

Job Title: Director of Music
Job Reports To: Rector
Employment Classification: 75% FTE (30 hours weekly)
Benefits: Paid leave, Full medical and retirement

Summary: The Director of Music is responsible both for organ playing and for choral accompaniment and conducting at all regular and special services. The position is responsible for all supporting activities related to these services. The position is responsible for participating in parish management and leadership.

Duties and Responsibilities

Music

- Playing the musical portions of the service and accompanying and conducting the choir
- Recruiting / contracting choristers for regular and special services
- Rehearsing the choir before each service
- Selecting music appropriate to the liturgical calendar and lectionary
- Collaborating with the clergy for musical content and hymnody
- Coaching, rehearsing and accompanying soloists
- Planning and managing programming for special services, including promotion and fundraising
- Consulting with clergy and families for weddings and funerals
- Arranging for substitutes during times of absence

Management

- Supervising maintenance of the organ and other musical instruments
- Maintaining the music library
- Managing persons responsible for choral vestments and rehearsal room preparation
- Managing payroll documents related to choral and instrumental musicians
- Participating in weekly staff meetings and related projects
- Participating with parish leadership in the annual budgeting and stewardship processes
- Collaborating with clergy and parish leadership on activities related to parish life
- Collaborating with clergy and parish administrator on bulletins and public-facing media
- Collaborating with parish leadership and external organization in the coordination of event and rehearsal calendaring

Professional Development

- Participating in professional development, such as training, seminars, etc.
- Participating in professional organizations and associated conferences, performances, etc.