

## **Associate Director of Music Ministries, Wayne Presbyterian Church, Wayne, PA**

**Position Overview** – This full-time position, reporting to the Director of Music Ministries (DOMM), includes directing a Children’s Choir, a Youth Choir, and two Bell Choirs in a way that fosters Christian community and the love of music. Develop, lead, and continuously promote/improve each musical group to engage individuals in enjoyable and positive rehearsal and performance experiences. Assist the Director of Music Ministries in the administration of the church’s overall music program.

**Director, Children’s Choir and Youth Choir** - Reestablish a children’s choir (ages 5-12), continue directorship of youth choir (ages 13-18), rehearsing on Sundays, September through June, with participation in Sunday services occasionally. Children’s choir will meet on Sunday mornings from 10:30-11:00am. Youth Choir rehearses 5-6pm on Sundays. Recruit singers, select music, work with parents and/or college student volunteers and interns to manage rehearsals and Sunday performances. In cooperation with the Director of Children and Youth Ministries, organize occasional special events/performance for choir members. Manage the children and youth choir music libraries. Take care of all associated administrative duties, i.e. obtaining clearances for interns and volunteers, intern payroll management, publicity materials for advertising, space use reservations, communications with parents, budget management.

**Director, Bell Choirs** - Direct two bell choirs, rehearsing Monday evening and Tuesday morning weekly, September through June, and performing in Sunday services occasionally. Recruit players and teach/coach new, interested bell players. Choose performance music and manage the bell music library. Oversee maintenance of bells and associated equipment. Communicate as needed with bell choir members. Take care of all administrative duties associated with the Bell Choirs. Offer occasional social events with group members. Perform related duties as requested by the DOMM.

**Administrative Duties** - Be the DOMMs representative in interactions with the Music Transforms concert series. Manage administrative duties for The Wayne Oratorio Society. Manage the Music Library including distribution/collection of music and the music library database. Make photocopies as needed. Secure licenses for music use as directed by the DOMM. Manage choir robe inventory and maintenance. Manage mailings and communications from the music program to both internal and external constituencies. In collaboration with the Director, create written narratives for internal and external publicity. Create programs and marketing materials for concerts and events. Manage paid singers and orchestra members payroll. Update and maintain music program participant databases. Recruit and supervise volunteers to assist as needed. Assist with social events and occasional trips for various music ministry groups. Research and procure items needed at the direction of the DOMM. Assist with budget tracking. Work with church website personnel to keep the music webpages up to date. Assist with social media postings, event management, space reservations set ups, and communications. Perform other activities as requested by the DOMM.

**Key Competencies** - Understanding of and passion for church music ministry. Experience in leading music ensembles - all age groups. Conducting skills and adequate keyboarding skills for rehearsals and performances. *Special consideration will be given to applicants possessing excellent piano and/or organ skills.* Basic knowledge of handbell pedagogy and ringing techniques. Organizational skills, excellent written and interpersonal skills. Computer skills (Excel, music notation software, basic graphic-design software, etc.). An ability to work collaboratively with others in a vibrant and positive manner. Master’s degree (in relevant field) preferred. Consideration given to bachelor’s with significant experience.

**Salary and Benefits** - \$60,000 to \$65,000 (commensurate with education/experience) plus an excellent benefits package including: health, dental, 401(k), paid time off, vision, life insurance, retirement plan, and professional development assistance.

**To Be Considered** - Send a cover letter, resume, and three references (with titles, relationships, email addresses, and phone numbers) to: John Grecia, Director of Music Ministries, Wayne Presbyterian Church, 125 E. Lancaster Avenue, Wayne, PA 19087 or email [musicdirector@waynepres.org](mailto:musicdirector@waynepres.org). Our intention is to fill this position as expeditiously as possible with a start date to be negotiated.