

**Rocky River United Methodist Church
Job Description**

Job Title: Music Director
FLSA Status: Non-exempt
Hours: 422 Hours Annually; 9 Hours per week average
Additional hours subject to Supervisor Approval
Reports to: Senior Pastor and Music Committee

SUMMARY: Responsible for the entire music program of the Church at Rocky River and Cleveland campus, including directing the Chancel Choir each Sunday, with weekly rehearsals, and additional rehearsals as necessary.

RESPONSIBILITIES AND DUTIES include the following:

- Directing Chancel Choir each Sunday
- Directing Octet when needed
- Organizing and directing weekly Chancel Choir rehearsal
- Organizing and directing additional Chancel Choir rehearsals as necessary
- Scheduling music for 8:30 Chapel service
- Organizing, scheduling, and overseeing Organist, Soloists, Octet, Children/Youth Choir Director, and Hand Bell Directors
- Recruiting Chancel Choir members
- Assisting with publicizing musical events
- Coordinating the Church's music program with the Senior Pastor and Music Committee via meetings and other means of communication
- Obtaining a substitute music director acceptable to the Senior Pastor and the Music Committee in the event the Music Director must miss a rehearsal or performance (including remuneration to that person, if applicable)
- Maintaining high standards of quality throughout the Church's music program
- Meet with the Senior Pastor and Music Committee in scheduling performance groups for the 10:00 Sanctuary service
- Responsible for the purchase of any new music or other items for the Music Ministries
- Schedule the summer music program (July-August) for the Chapel and Sanctuary services
- Work with the Music Committee in recommending the budget for the music program
- Work with the Music Committee in auditioning and hiring new music staff personnel
- Hire any instrumentalists that may be required for special presentations
- Oversight of music program at the Cleveland campus as the opportunity and need develops
- Other duties as may be assigned

QUALIFICATIONS: Committed follower of Jesus Christ, currently living out an active Christian faith; Degree or professional training in Music with Choral emphasis; Experience in choral conducting.
Ability to read sheet music, play piano

EDUCATION: Degree or professional training in Music with Choral emphasis

WORKSKILLS: Strong interpersonal skills, leadership abilities

EXPERIENCE: Experience directing choir or musical group preferred

PHYSICAL DEMANDS: N/A

WORK ENVIRONMENT: Professional, business setting

REVISED 4/16/18