

JOB DESCRIPTION

CHORAL MUSIC ASSISTANT

Saint Joachim Church, Diocese of Orange

POSITION TITLE: Choral Music Assistant

STATUS: Part-time; Non-exempt

SALARY RANGE: \$20-22/hour

SUPERVISORY RESPONSIBILITY: Volunteers

REPORTS TO: Director of Music for Church and School

PRIMARY PURPOSE: Assist Director of Music for St. Joachim Church and School with musical needs for Parish and School in support of liturgy, sacraments, and special occasions as assigned.

QUALIFICATIONS & EXPERIENCE:

REQUIRED: B.A. in Music (Vocal Performance or Composition) or commensurate musical training/experience; knowledge and understanding of Catholic liturgy; strong interpersonal skills and teaching skills, and can work well with others, especially children and diverse communities

DESIRED: prior experience as a participant and/or leader in Church music ministry; strong cantor skills; choral conducting skills; skills on other liturgically useful instruments; bilingual (English/Spanish); experience in school music environment.

EQUIPMENT OPERATED: Audio system, microphone, amplifier, personal computer, printers, copiers, and other office equipment, various musical instruments, sound and recording equipment.

St. Joachim CHURCH

Performance and Clerical Duties/Responsibilities to include as assigned:

- Cantor in English; familiarity w/OCP materials (some GIA, WLP etc.)
- Cantor in Spanish; familiarity with *Flor Y Canto* and related materials
- Choir section leader (S, A, T or B)
- Lead or assist Youth Choir (Life-Teen style)
- Direct (or assist) choir rehearsals and choir at Masses
- Correspond w/families for Weddings/Funerals/Quinceañeras.
- Maintain church music library files.
- Assemble/dis-assemble weekly choir folders.
- Organize and maintain Music and Supply Rooms.
- Other duties as assigned.

St. Joachim SCHOOL

Performance and Clerical Duties/Responsibilities to include as assigned:

- Direct (or assist) Student Choir rehearsals and Masses.
- Accompany and/or cantor at school Masses.
- Assist with music classes for grades TK-5 as needed.
- Support musical theater productions and choirs as needed.
- Correspond with student choir families.
- Maintain school music library files.
- Other duties as assigned.

Other Helpful Skills:

- Accompanist (keyboard and/or guitar) and other useful instrument(s) for Liturgy
- Familiarity with sound equipment (Mics, Mixers, Power-Amps etc.)
- Familiarity with recording equipment/software (i.e. Pro-Tools)
- Familiarity with music writing/arranging software (Finale, Sibelius etc.)

To apply for this position, please send cover letter and resume to Ree Taylor, Parish Director, at rtaylor@stjccm.org.