

POSITION DESCRIPTION DIRECTOR OF MUSIC

ORGANIZATION:

Located since 1889 at the corner of City and Lancaster Avenues in the historic Philadelphia neighborhood of Overbrook Farms, Overbrook Presbyterian Church (OPC) is sometimes called “the Church at the Crossroads” because its location bridges the city and suburbs. Overbrook attracts members from throughout the Philadelphia metro area, from city and suburb alike. As a multicultural church that reflects the rich diversity of God’s people, we warmly embrace all people as full members of God’s family. OPC is a vibrant, growing congregation of 400 members with a Sunday attendance of about 150.

POSITION SUMMARY:

The Director of Music shall work collaboratively with the Pastors to create and facilitate meaningful worship experiences to the glory of God. The Director of Music shall be responsible for planning and directing a rich and varied music program with a tradition of excellent choral, organ and other musical offerings. The Director shall be responsible for playing and conducting the music of 48 Sunday worship services a year, plus seasonal services including two Christmas Eve services, Ash Wednesday, Maundy Thursday, Good Friday; approximately 100 rehearsals. The adult choir consists of a professional (paid) quartet blended with church member volunteers. The Director of Music shall also be responsible for directing the handbell choir and the junior choir. The director shall interact effectively with the various choir members and musicians, church staff, the Session and its committees, and the congregation at large. The Director of Music will report to the Pastors. The Director shall have the opportunity to develop and expand the music program; this would be encouraged in the full-time applicant.

PRIMARY DUTIES AND RESPONSIBILITIES:

Weekly:

1. Determine all music needs for Sunday worship
2. Schedule/arrange choirs (Adult and Junior), bells, quartet and soloist rehearsals for the week
3. Meet with clergy/staff re: order of Sunday worship and any other issues
4. Practice playing organ and address any organ problems as necessary
5. Prepare rehearsals order and rehearse with soloists, instrumentalists as scheduled/necessary
6. Handle correspondence, e-mail and phone inquiries

Sunday:

1. Warm-up organ practice
2. Rehearse with bells, soloists, instrumentalists, choirs performing that day
3. Play/conduct worship service(s)

Monthly and Periodically:

1. Prepare music program agenda for committee meetings
2. Attend Worship and Music Committee Meeting
3. Oversee Music Budgets, working with Financial Secretary, Worship and Music Committee and Treasurer; submit statements

TRAINING AND EXPERIENCE

Education: Bachelor’s of Music (Performance preferred; Music Education considered)

General Experience: Minimum five years experience as a church organist and choral director

Additional Specific Experience:

- Choral training
- Conservatory experience – organ and choral

REQUIRED SKILLS:

- Advanced proficiency in playing the organ while conducting a choir
- Skill at leading a blended choir with professional and amateur singers
- Ability to collaborate with the Pastors, other staff church members and committees in designing the worship experience.
- Ability to manage multiple activities and schedules efficiently and effectively

PHYSICAL REQUIREMENTS:

Ability to lift up to 25 lbs.

COMPENSATION AND BENEFITS:

The position is at minimum 3/4 time (32 hours/wk) and may rise to full time (40 hours/wk) and offers benefits. 4 weeks paid vacation, 1 paid week continuing education, accrued over the course of a year.

TO APPLY:

Send letter and curriculum vitae to opcmusic2017@gmail.com

Director of Music 2017