

ASSOCIATE DIRECTOR OF MUSIC
SACRED HEART OF JESUS CATHOLIC COMMUNITY
6502 CR 48, MANVEL, TX 77578

Description

The **Associate Director of Music** is a full-time (40 hours per week), salaried (exempt) member of the staff of Sacred Heart of Jesus Catholic Community. This position is responsible for facilitating the worship life of the parish community by developing and implementing quality musical experiences. The Associate Director of Music will supervise the Coordinator(s) of Music in helping to accomplish these goals. This position requires variable hours and on-call response after regular business hours to meet the musical needs of the parish during weekend, holiday and evening events. The Associate Director of Music reports to the Pastoral Associate-Director of Administration.

Duties and Responsibilities

1. Develops, implements and is responsible for the Parish music program, including musical accompaniment at all liturgical services and all activities utilizing music, not limited to retreats, youth group Faith Formation gatherings, funerals, weddings, quinceañeras.
2. Recruits, trains, and schedules all persons involved in music ministries.
3. Prepares and manages the music budget & maintains the music library and files including the procuring of any copyright documents and other resources.
4. Provides for the periodic evaluation of the quality of the music ministry.
5. Coordinates the publishing of worship aids and other booklets as required.
6. Coordinates the operation of technological aids as required, such as projectors, audio/visual devices, microphones, sound equipment, etc.
7. Serves as leader of prayer when appropriate.
8. Is visibly present to main parish groups at principal parish events and is attuned to the living faith and real concerns of the parishioners.
9. Attends parish staff and other relevant meetings.
10. Other duties as assigned.

Skills/Qualifications

1. A Bachelor's degree in music and/or liturgical music preferred.
2. Ability to work cohesively with staff, volunteers, and parish community.
3. Ability to utilize organizational skills in short and long range planning.
4. Knowledge and experience in sacred music and the sacramental practices of the Catholic Church, Liturgy, Traditions and rituals.
5. Experience and training in music teaching skills: both vocal and instrumental.
6. Proficiency in playing the keyboard.
7. A willingness to improve knowledge and skills through course-work and professional associations.
8. Practicing Catholic in good standing.
9. Fluent in English and Spanish, both written and verbal preferred.
10. Follows Archdiocesan Ethical and Personal Code of Conduct.
11. Favorable background check.
12. Physical ability to perform tasks associated with job.

Candidates will **ONLY** be considered by sending a 1) **COVER LETTER** and 2) **RESUME** to jobs@sacredheartmanvel.org with **Associate Director of Music** in the subject line.