

Director of Music
St. Ambrose Catholic Church
Houston, TX

Summary:

St. Ambrose Catholic Church is seeking a Director of Music, a full-time position eligible for benefits. Candidates must have thorough knowledge of Catholic liturgical tradition, norms, and guidelines, and must be in living in full sacramental communion with the Catholic Church.

Essential Duties and Responsibilities:

- Working under the direct supervision of the Pastor, plan and develop the entire parish music program, including selecting music appropriate for Catholic liturgies.
- Conduct weekend Masses and other liturgies at the Pastor's request to include, but not limited to, all scheduled weddings, funerals, and quinceaneras; Holy Days; First Communion, Confirmation; Easter Triduum; Christmas; Advent and Lent penance services; and school Masses.
- Recruit and organize music ministers: staff musicians, cantors, and volunteer ministers.
- Recruit and lead a choir including scheduling rehearsal time and other preparation needed prior to liturgy.
- Ensure that all liturgies requiring music and singing are appropriately staffed and that the integrity of the liturgy is maintained.
- Schedule substitute musicians and/or cantors when needed for planned / unplanned absences.
- Keep an inventory of and maintain all musical equipment and audio / visual systems related to the liturgy.
- Manage all aspects of the parish music library.
- Ensure compliance with music licensing and copyright laws.
- Prepare annual budget for music ministries which includes opportunities for fundraising.
- Adhere to all archdiocesan and parish policies for purchase / payment approval requests for all music ministry needs including music, equipment, stipends, payroll, etc.

Qualifications:

- Candidates must be active in the Catholic faith and committed to function in a manner consistent with the mission of the Catholic Church.
- Candidates must have at least a bachelor's degree in music or equivalent professional experience.

- Candidates must have excellent interpersonal skills and a high degree of professionalism, including in sometimes stressful or challenging situations.
- Candidates must possess strong written and oral communication skills.
- Candidates must be proficient in multiple performance areas (e.g., vocal, piano, organ).
- Familiarity with music technology including sound systems, digital scores, live-stream, and recording (preferred)
- Bilingual – English and Spanish (preferred)

Suitable candidates may email a cover letter, resume, including salary requirements to frhieu@stambrosehouston.org with Director of Music in the subject line.