

# Music Director

## Job Description



- Reports to:** Pastor/Head of Staff  
**Status:** Part-time employee (approximately 15-20 hrs/wk)  
**Compensation:** \$23,000-\$28,000/year  
**Apply to:** jobs@milfordpc.org

## Position Description

Milford Presbyterian Church's **Music Director** is responsible for overseeing the church's music ministry, directing the adult choir, and enriching the worship and fellowship of the congregation through music.

## Responsibilities

1. Coordinate and support all choirs, instrumental music, soloists, and other musicians throughout the year in worship and seasonal programs.
2. Direct the adult volunteer choir, preparing a choral anthem for every Sunday from the second Sunday of September through the second Sunday of June. Coordinate and direct weekly choir rehearsals and special rehearsals as necessary (e.g. seasonal cantatas).
3. Recruit multiple musical groups in the church to provide opportunities for musicians of all ages, skill levels, and instruments.
4. Arrange and coach soloists, and schedule special music during the summer choir hiatus.
5. Collaborate with the organist/accompanist in all aspects of services and rehearsals. (The organist/accompanist is available to support rehearsals if desired.)
6. Supervise and collaborate with other volunteer directors (e.g., bell choir, children's choir, youth choir).
7. Support the Pastor in the planning of worship, meeting weekly to coordinate anthems and hymns for Sunday services and as required for holidays and special events.
8. Establish and maintain scheduled weekly hours in the church office in consultation with the Pastor.
9. Maintain the choral music library, including organizing and filing music after use. Research and purchase new music from publishers, selecting materials with suitable texts and styles appropriate for worship and liturgical seasons.
10. Develop and promote occasional concerts and performances, to showcase the church to the community.
11. Collaborate with other music directors in the community as necessary for special programs.
12. Attend monthly meetings of the Worship & Music Committee, and staff meetings as called.
13. Maintain an annual budget, working through the Worship and Music Committee.
14. Occasionally play organ/piano as needed for Sunday worship, weddings, and funerals (desired, but not mandatory).

## Qualifications

1. Bachelor's degree in music (or equivalent experience).
2. A love for the church and a passion to engage the church in worship through music.
3. Significant knowledge of the breadth and depth of liturgical choral music, traditional through contemporary.
4. The proven ability to
  - a. foster a love for music in others
  - b. work effectively with people of various ages and skill levels
  - c. take direction from others (e.g. pastor or church leadership) when necessary
  - d. produce high-quality musical presentations

## Vacation & Benefits

- Flexible paid vacation, and one week of paid leave for professional development per year.
- Medical benefits are made available to the employee for purchase through the Presbyterian Church (USA) Board of Pensions.