

## **The Cathedral of Our Lady of Victory - Victoria, Texas**

### **Music Director / Organist**

#### **Job Description**

A full time position (40 hours per week) for a skilled organist and choir director to develop and expand the music program at the Cathedral of Our Lady of Victory. The minimum required education is a Masters Degree in Music or equivalent AGO certification. Good interpersonal skills and collaboration with the pastoral staff is a must. A practicing Catholic in good standing with the church is preferred.

#### **Specific Responsibilities**

1) The music director oversees all music at the cathedral including:

- Weekend Masses,
- Holy day liturgies <sup>1</sup> (Christmas, Mary Mother of God, Ash Wednesday, Holy Thursday, Good Friday, the Easter Vigil, the Annunciation, the Assumption, the patronal feast day, All Saint's Day, All Souls Day, and the Immaculate Conception)
- Weekday liturgies (Wed. and Fri. 5:30pm not during summers), Stations of the Cross (Friday evenings during Lent)
- Other liturgies and parish devotions including, but not limited to: Confirmation Masses, Divine Mercy Sunday devotions, Eucharistic Processions on Christ the King Sunday and Corpus Christi Sunday, Lessons and Carols during the Advent/Christmas Season, 40 Hours Devotion, diocesan events at the cathedral, <sup>2</sup> school Masses as needed and agreed upon, funerals, weddings, and quinceaneras.

2) The music director will study and put into practice the norms on sacred music established by the Catholic Church through her magisterial documents. Music should be selected that is in harmony with the liturgical celebration. This should be done in consultation with the clergy of the cathedral.

3) The music director is present and leads the music by playing the organ and/or directing the choir for at least a majority of the liturgies and events at the cathedral.

4) The music director fosters the inclusion of other organists, musicians, and singers into the music program. The music director is responsible for developing ensembles, choirs, etc. for all liturgies. The youth should be given particular attention in developing these ensembles. The music director will coordinate, coach, instruct, and guide all involved in the cathedral music program.

5) The music director fosters a spirit of enthusiasm, cooperation, and unity among all involved in the music program of the cathedral.

<sup>1</sup> Times and number of Masses may change depending on the day of the week upon which the feast falls.

<sup>2</sup> These events may require cooperation with other musicians and groups from the diocese and are under the approval of the respective offices from the chancery and not necessarily of the cathedral itself.

6) The music director rehearses once weekly with the principle choir. The rehearsal schedule may vary upon the needs of the season. The choir may take a six week break during the summer months. It is not to begin before Corpus Christi Sunday and is not to extend past August 14th.

7) The music director plays the organ for all funerals at the cathedral, unless sick or vacation time has already been scheduled. The music director receives an additional fee.

8) The music director plays the organ for all weddings and quinceaneras that require music. This is seen as additional work, and the music director receives an additional fee. In the event of a request for outside music, the music director still receives the regular fee, but must approve and coordinate any outside musicians and the music that is played. The music director does not collect a fee if vacation is planned for the day of the wedding or quinceanera.

9) The music director will develop programs to grow the appreciation of music by parishioners and the wider community. This may include, but is not limited to a Cathedral Concert Series (monthly, Sept. - May) and Lent/Advent Organ Recitals.

10) The music director should be available during the day for visits and to supply help for area colleges and schools, with approval from the Pastor. The music director should make connections and opportunities to involve students in the music program of the cathedral.

11) The music director should present opportunities for the choir(s) to attend and/or participate in festivals, concerts, and other community outreach events.

12) The music director may start a “diocesan choir” with the approval of the competent diocesan authority, consisting of members from other parishes to sing at diocesan liturgies and other events.

13) The music director may also provide outreach for other parishes in the Diocese of Victoria to offer and introduce resources to other music programs.

14) The music director functions under the direct supervision of the pastor or his designee.

15) The music director attends weekly staff meetings, and occasional liturgical planning meetings at the cathedral.

16) The music director maintains a presence and is available in the buildings and facilities of the Cathedral as needed in order to facilitate communication with staff and to achieve integration and collegiality with all programs of the Cathedral.

17) The music director prepares an annual music program budget to be approved by the pastor in

consultation with the finance council.

18) The music director, if not available, assists in the hiring of substitute musicians. The fees for the substitute musician are payable by the cathedral.

19) The music director engages additional musicians for special occasions, as needed.

21) The music director oversees the maintenance, purchase, and repair of the cathedral's musical instruments. The music director reports to the pastor and the finance committee on the condition and needs for the maintenance of the cathedral's musical instruments. The cathedral shall provide for the proper care of these instruments.

23) The music director is responsible for the purchase of all music, subscriptions, licenses, music supplies, etc. and maintains the music library in an orderly fashion.

24) The music director sees that resources for congregational singing are available for liturgies by means of service leaflets, song sheets, missalettes, hymnals, etc.

25) The music director ensures that all copyright laws are followed.

26) The music director owns the copyright and/or the rights granted by copyright holder to any work composed, created, arranged, or otherwise modified by the music director, regardless of whether the composition, creation, arrangement, or modification was done during employment and/or at the direction of the employer.

27) This job description will be reviewed annually in January to consider mutually agreed upon changes.

**Financial Compensation, Benefits, Work Schedule, etc.**

1) The music director will receive a salary between \$60,000-\$75,000 dependent on experience per year, payable monthly. This salary shall be reviewed annually at the time of preparation of the budget in January.

2) The music director will receive the following benefits: Health Insurance, Social Security, Medicare, Pension Plan, and Life Insurance.

3) The music director is to receive 2 days per week off (not weekends). Set days may be established, but funerals, special liturgies, and certain preparations may require deviations from this schedule.

4) The music director will have 5 days of Paid Time Off (PTO) for the first six months of employment which is not to include more than 1 weekend. The music director will assist in obtaining a substitute. PTO will be established by the Cathedrals policy.

5) The music director may use the cathedral's facilities (organ, piano) for private teaching. Times of lessons and use of facilities will be scheduled in advance so as not to conflict with the cathedral's program needs.

6) The music director is guaranteed that guest musicians shall not be permitted to use the cathedral's musical instruments without prior approval by the music director or a member of the pastoral staff at the cathedral.

7) The music director shall receive the fee of \$300.00 for a short program of music preceding the wedding ceremony and for music during the wedding ceremony. For attendance at the wedding rehearsal(s), the music director shall receive \$75 per rehearsal. Additional remuneration shall be made if special music, and/or rehearsal and performance with additional musicians, is required. If the music director is not available, he shall assist in the hiring of substitute musicians. It shall be the obligation of the cathedral staff to ensure that the fee is paid directly to the music director.

8) The music director shall receive the fee of \$200 for music for funerals. Music requests will be relayed to the Music Director by the Funeral Coordinator. The fee will be paid through the church as an extra payment on the monthly pay date. The Music Director may assist the family in selecting music, if desired.