

**POSITION DESCRIPTION**

**POSITION TITLE** Assistant Director of Music

# EMPLOYER The Church of St. Paul | Harvard Square, Cambridge

**QUALIFICATIONS** Doctorate in Organ Performance and expertise in choral conducting; FAGO/ChM; standard equivalent

**HIERARCHY** Reports to Director of Music; ultimately reports to Pastor

**SUMMARY**

The Church of St. Paul | Harvard Square is home to St. Paul’s Choir School, the only all-boys Catholic choir school in America. Educating boys in grades 4 to 8, the Choir School provides world-class academic and musical education to the 20 boy Choristers who sing in The Choir of St. Paul’s, the premier Catholic choir of men and boys in America, as well as Probationers (Choristers in training), boys with changing voices, and some Academic Scholars.

The position of Assistant Director of Music, with responsibilities divided between the Church and the Choir School, requires an exceptional organist and choral director who can provide outstanding liturgical organ playing (including choral and congregational accompaniment, organ works, and improvisations), train the Probationers in essential areas at a critical moment in their musical development, recruit, train, and direct the St. Paul Parish Choir, teach music theory, fulfill certain administrative needs, and teach private organ lessons to certain pupils in the Choir School.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Accompany the Choristers in choral Mass on Tuesdays, Wednesdays, Thursdays, and Fridays at 12:10, and the Alumni Choir on Saturdays at 5:00
* Accompany Choral Vespers on Thursdays at 5:15
* Accompany the full Choir on Sunday mornings at 11:00 and at occasional Vespers liturgies
* Recruit, train, and direct the St. Paul Parish Choir at Mass on Sunday at 9:30 (accompanied by the Organ Scholar)
* Accompany the men and boys’ rehearsal at 6:00–7:00 and direct the Parish Choir rehearsal at 7:00–8:30 on Thursdays
* Train the Probationers Tuesday, Wednesday, and Thursday mornings at 7:50–8:50 and again at 11:00–11:50
* Direct the Schola Cantorum and Probationers in Mass on Friday mornings at 8:00
* Teach music theory to fourth- and eighth-grade students using the curriculum published by the Associated Board of the Royal Schools of Music during parts of the morning
* Accompany choral concerts at Christmas and in the Spring
* Accompany the Choir on tours, visits, media performances and recordings, and in weddings and funerals
* Teach the organ to certain pupils in the school
* Assist with the production of worship resources using Mac OS and Sibelius 7
* Act as mentor to the Organ Scholar(s)

**QUALIFICATIONS AND PERSONAL ATTRIBUTES**

* DMA/FAGO-level organ playing and commensurate choral directing skills
* Well organized, able to multi-task and effectively work in a busy, changing environment
* Excellent oral and written communications skills
* Excellent inter-personal skills
* Positive, enthusiastic approach, with sensitivity to bereaved persons
* Ability to handle confidential, sensitive, timely and critical matters requiring good judgment, tact, respect, and discretion
* Ability to anticipate needs and establish priorities
* Willingness to support the mission of the Catholic Church

**REMUNERATION AND HOLIDAYS**

* Annual salary of $51,000, health insurance, dental insurance, group life insurance
* Weddings and funerals on or off campus are paid at $300
* Some concerts off campus are paid at $300; some are expected as part of the outreach program
* Organ teaching at $30 per half-hour lesson

**APPLICATION PROCEDURE**

Please apply by email to the Director of Music (Mr. John Robinson) at [jrobinson@choirschool.net](mailto:jrobinson@choirschool.net) with an application letter that explains your rationale in applying for this position, a CV, and preferably links to recordings on line that demonstrate your organ playing. All appointments are subject to CORI clearance, and Virtus training in Child Protection.

Closing date: July 4th, interviews during the second part of July.