



Job description for Music Director at Saint Agatha and Saint James parish

Summary of the Position: The Parish of St. Agatha and St. James in University City - Philadelphia, is seeking a talented person who can serve as the parish Music Director and help in the UPenn and Drexel Newman Centers ministry events.

Essential Responsibilities of the Position:

1. Oversee all music and choir groups in the parish

Must attend 3 of 4 of the Sunday Masses (9am, 11:30am, 5:30pm and 9pm) and the 2nd Saturday vigil mass of each month. When there is a 5th Saturday in the month. As well as the Masses on Holy Days of Obligation. Coordinate and oversee music for parish events: Sunday Masses, Holy Days of Obligation, Easter Triduum, ministry events (retreats, Rooftop Mass, Carols by Candlelight, Wednesday-night praise and worship group, etc). Your presences at the ministry events will be evaluated with the Spirituality director and the pastor on a case-by-case basis.

2. With Spirituality Director plan the music for Sunday Masses.

3. Recruit members for choir and develop, rehearse, and direct them. Have a weekly rehearsal with them.

4. Find and schedule substitute musicians when going on vacation

5. Oversee the maintenance and tuning of the parish's instruments and sound system within an approved budget.

6. Maintain parish's copyright licenses and oversee the management of parish's music library.

Position Qualifications: To perform this job successfully, the person must be able to: play the piano and another instrument, sing, have choir conducting ability, have social skills, have passion for Christ.

Required: Compliance with background checks and completion of the VIRTUS program.

Education: College degree or equivalent experience is preferred.

Experience: Minimum of 2 years parish music experience or similar experience is required.

Send cover letter, and resume to Dcn. Remigio Morales, Spirituality Director, at rmorales@saintsaj.org. If you have any references please send them also.

Terms: part time, 19.5 Hrs /week

Salary: \$20,000 /year

This position does not qualify benefits

About the Employer:

Saint Agatha and Saint James Parish is a Catholic community consisting mainly of university students and staff members and some local families. The parish is well-known in the area for hosting the first Newman Center in the country. Currently UPENN and DREXEL Newman Centers are within the Parish jurisdiction.