

Job Description

The Music Director reports to the Parish Minister and is part of the church's programme staff, which consists of the Parish Minister, the Director of Lifespan Learning, the Music Director, and the Children's Choir director.

The Music Director works 26 hours per week including rehearsals, meetings, preparation and planning time, and occasional concerts. Salary is established according to the Table of Recommended Salaries of the Royal Canadian College of Organists. The Music Director has the right of first refusal for music performance at rites of passage ceremonies for which additional compensation will be paid.

Responsibilities:

- Oversees the church's entire music programme including all choirs
- Manages the music budget
- Conducts the church's adult choirs (which currently include: Chalice Choir, Gospel Choir, Chamber Choir)
- Researches and orders choral music for the adult choirs
- Supervises the Children's Choir Conductor and the Chalice Choir Pianist
- Organizes, advertises, and conducts two choir concerts each season (winter and spring)
- Plans and implements music for the 2 weekly Sunday worship services (at 10:30 and 5:00)
- Plans and implements music for special worship services during the church year including Christmas Eve, Good Friday and Easter
- Plays the piano for Sunday worship services
- Works with the Parish Minister on long- range planning for the music programme
- Meets regularly with programme staff and with the general staff group
- Supports outreach for community events with the choirs
- Arranges music programs for rites of passage ceremonies (e.g. weddings, memorial services)

Qualifications and Experience

Requirements:

- University degree in music or equivalent training/experience
- Knowledge of and skills in choral conducting and rehearsing
- Motivation to inspire the church's choirs toward continued creativity and growth
- Piano proficiency equivalent to the Royal Conservatory of Music Associate diploma level
- Strong leadership and interpersonal skills; effective communications skills; strong organizational, time-management and administrative skills; and ability to work in a collaborative environment;
- A generally liberal spiritual and social outlook (need not be a Unitarian)
- Ability to create musical experiences that foster congregational involvement and spiritual connection

Assets:

- Concert production skills and experience
- Previous experience as a church musician
- Connection within the Ottawa music community
- Bilingual (English and French)
- Broad knowledge of church music