

## **Summary of Position**

The Director of the Cathedral Liturgical Music Program is a full time position and is supervised by the Rector of the Cathedral. The director is the principal organist and is responsible for the overall execution of the Cathedral Liturgical Music Program, Choirs and Cantors. In cooperation with the Rector, the director reviews all liturgical music programs, policies, and procedures for the Cathedral Liturgical Music Program. In regard to diocesan celebrations and events, the music director works with the Director of the Office of Worship.

## **Principal Duties**

- Promotes an authentic liturgical music formation and celebrations at the Cathedral
- Serves as the principal organist and liturgical music director for all Cathedral and diocesan Liturgies
- Directs the Cathedral Choirs: Adult Choir, Young Voices Choir, Bell Choir
- Coordinates the Cathedral Choirs with regard to rehearsals
- Prepares and rehearses cantors for the Mass and other Liturgical Celebrations
- Oversees the maintenance of the organ
- Coordinates the hiring and reimbursement of other musicians as needed for Cathedral Parish and diocesan celebrations
- Plans the music for all Cathedral Parish Masses and liturgical celebrations as well as diocesan Masses and liturgical celebrations and reviews plans with the Rector and Director of the Office of Worship, respectively
- Prepares worship materials for parish celebrations
- Coordinates liturgical music for the planning of Weddings, Funerals and other sacramental celebrations at the Cathedral
- Maintains music budget
- Participates in periodic review with the Rector
- Other duties as assigned

## **Qualifications, Knowledge, Skills and Abilities**

- Master's Degree in music, preferably in organ performance or liturgical music or equivalent professional experience
- Proficient organ performance and excellent directing skills
- Excellent skills in administration, communication, collaboration, organization and supervision
- Ability to establish and maintain effective working relationships.
- Pastoral experience in the Sacred Liturgy and Liturgical Music
- Availability to carry out responsibilities in the evenings and on weekends and holidays.
- Membership in professional organizations
- Being a Catholic Institution, preference will be given to Practicing Catholics who meet the above requirements. Non-Catholics who meet the above requirements and are familiar with the Catholic Liturgy will be highly considered

**Salary and Benefits are determined by the Cathedral. Professional development opportunities, vacation, and sick leave are pre-established.**

**Other benefits not included in the above salary: Funerals and Weddings**