

**DIRECTOR OF MUSIC**  
**Emmanuel Episcopal Church, Middleburg, VA**

**POSITION DESCRIPTION**

Emmanuel Episcopal Church in historic Middleburg, Virginia is seeking a new Director of Music. The Church's music program is intended to deepen and enrich the practice of worship in our friendly and supportive Christian community. The Director will be responsible for performing, providing and/or directing choral, organ and other instrumental music at worship services; assisting in liturgical planning; and developing and sustaining a music program for all ages. The position is part-time, with the expectation that the Director will work on average 22 hours per week.

**Accountability and Supervision**

The Director of Music is appointed by and accountable to the Rector of Emmanuel Episcopal Church. The Director collaborates with the Rector in a productive partnership, respecting and supporting the Rector's decisions. The Director participates in periodic reviews with the Rector to discuss their mutual ministry and to address any job performance and related issues.

**Specific Responsibilities**

- Conduct choirs and play the organ and/or piano as appropriate for services.
- Assist in liturgical planning, including selecting hymns, anthems and other music for services in consultation with the Rector.
- Lead rehearsals weekly and at other times as deemed necessary.
- Recruit, audition, select and supervise singers and other musicians.
- Ensure maintenance and tuning of church organs and pianos, organization of the music library, and care of choir vestments.
- Manage, subject to oversight by the Rector and the Vestry, the music program budget allocation within the annual Parish budget and any special funding allocated to the music program.
- Consult with couples planning weddings and bereaved families planning funerals or other memorial services in conjunction with the Rector.
- Participate in ecumenical and interfaith services at the request of the Rector.
- Maintain good relationships with clergy, choir members and parishioners.

**Education and Experience**

The Director of Music should have a minimum of a bachelor's degree in music or a bachelor of arts with an emphasis on music. Ideally, the Director would also have 3-5 years of experience in choral directing. The Director should be proficient in liturgical music or have a willingness to learn Episcopal traditions. The Director should be an accomplished organist with strong performance skills. Although the Director does not need to be an Episcopalian, he or she must be a person of faith.

### Other Considerations

The Director of Music has strong interpersonal and communications skills and is able to teach and lead others with caring, professionalism and sensitivity. The Director motivates musicians through positive reinforcement, selects music the choir is capable of performing well, chooses quality soloists, and ensures efficient and adequate rehearsal time. The Director is also a creative and flexible thinker who is willing to try new music, bring in other musicians and otherwise explore ways to enhance the worship experience and keep the congregation engaged. The Director imagines and focuses on how music can help grow the congregation and has the proven ability to connect to the broader community and to successfully develop and implement outreach programs in close consultation with church leadership. The Director further understands that music can be solemn and still joyful and incorporates uplifting music into each service.

### Salary and Benefits

The Director of Music will receive a competitive salary package.

Candidates are invited to submit (1) a cover letter (2) résumé and (3) a list of professional and personal references including contact details to [music@emmanuelmiddleburg.com](mailto:music@emmanuelmiddleburg.com).

Recordings and other supporting materials will be requested later. Review of applications will **begin** March 9, 2020 and conclude when a candidate has been called.