

**The Basilica of Saint Mary**  
**Director of Music**  
**Position Description**

Title:	Director of Music	Date:	[**]
Name:	[**]	Department:	Liturgy
Reports to:	Director of Liturgy and the Sacred Arts		
Annual Schedule:	Hour/Week:	40	
	Month/Year:	12	
Classification:	Exempt		
Date of Hire:	[**]		

**PURPOSE OF POSITION:**

As the first Basilica in the United States and the co-Cathedral of the Archdiocese of St. Paul and Minneapolis, The Basilica of Saint Mary has been a home of spiritual nourishment, a beacon of hope, and an advocate for change for over a century. We are known for our legacy of exceptional music and liturgy with the power to move, inspire, and transform individuals and communities. The Director of Music will oversee all aspects of the music ministry at the Basilica of Saint Mary—including traditional, contemporary, and world music ensembles for musicians of all ages—and will play an essential role in the implementation of the sacred arts through the maximum use of staff and volunteers who reflect the diversity of our parish’s membership.

**SCOPE OF POSITION:**

The Director of Music will be accountable for all aspects of the music ministries at The Basilica of Saint Mary. This will include personnel, contractor and volunteer management, liturgical and event planning, budget management for the music program as well as individual contributions as conductor, choral director, musician, pianist and/or organist, and vocalist.

The Director of Music will report to the Director of Liturgy and Sacred Arts. All paid musicians on staff will report to the Director of Music, including organist(s), directors of choral ensembles, Schola Cantorum vocalists, and hired instrumentalists. The Director of Music will conduct performance reviews for all paid musicians employed by the Basilica of Saint Mary. The Director of Music will have ultimate responsibility for coordinating all music ministry volunteers, whether directly or through the supervision of the paid music staff.

**MINIMUM POSITION QUALIFICATIONS:**

- Master’s degree in music or related fields (e.g., music education, liturgical music)
- 3-5 years’ experience directing choral music in church, university, or comparable setting
- Extensive knowledge and background in conducting quality choral repertoire from all genres
- Experience in administration of music programs, managing organized choirs, and working with children, youth and adult volunteers as well as with professional musicians

- Knowledge of instrumental music (including possibility for contribution as an organist and/or pianist), rudimentary music skills (including composition, keyboard, theory, sight-reading), music pedagogy, and children's choirs
- Respect of Catholic doctrine and knowledge of Catholic liturgy (whether Catholic or non-Catholic)

#### **PRIMARY FUNCTIONS/DUTIES AND MAJOR ACTIVITIES:**

1. **Planning and coordinating music for all liturgical celebrations**, including collaborating with the Director of Liturgy and the Sacred Arts and other music staff, overseeing the scheduling of music staff and volunteers, and evaluating music to ensure quality.
2. **Supervising all paid musicians that are employees**, including leadership and performance review of organist(s), directors of choral ensembles, and Schola Cantorum vocalists.
3. **Hiring paid musicians that are not employees**, including engagement of brass ensemble contractor(s) and other instrumentalist contractor(s).
4. **Overseeing all volunteer choral ensembles**, including overseeing—either directly or through the management of music staff—the following activities for children's, young adult, and adult contemporary and traditional choirs: recruiting, auditioning, planning and leading rehearsals, conducting, choosing liturgically appropriate music, organizing occasional retreats and workshops, and collaborating and maintaining relationships with the broader Twin Cities music community.
5. **Overseeing the cantor and psalmist ministry**, including overseeing—either directly or through the management of music staff—recruiting, auditioning, selecting hymnody and psalms, and scheduling for liturgies (including masses, funerals, and weddings).
6. **Providing individual contribution as musician, pianist, and vocalist**, including being on-call for funerals and weddings, substituting at other liturgies as needed, accompanying periodic liturgy of the hours, and otherwise being ready to work and complete all assigned responsibilities.
7. **Managing the music liturgy budget**, either directly or through the management of music staff, including but not limited to expenses associated with personnel, contracted musicians, music library, commissions, concerts, robes, retreats and tours.

#### **OTHER RESPONSIBILITIES / REQUIREMENTS:**

- Maintaining database/records of volunteers
- Coordinating communications with other staff (e.g., website updates)
- Assisting with the public relations efforts
- Assisting with the production of liturgy booklets and other print materials as needed
- Attending staff meetings
- Completing of Archdiocesan HR requirements

- Fulfilling additional responsibilities identified by Director of Liturgy and the Sacred Arts
- Be ready to work and complete all assigned responsibilities

**PHYSICAL DEMANDS:**

- Working 40 or more hours per week, including weekends and Holy Days
- Walking while carrying music/small instruments
- Walking up and down stairs unassisted
- Kneeling on hard surfaces
- Standing for extended periods of time (3+ hours)
- Lifting 25 pounds

**MENTAL DEMANDS:**

- Working with minimal supervision
- Communicating with strong oral, written, and interpersonal skills
- Maintaining confidentiality
- Prioritizing and organizing complex tasks, workloads, and workflows
- Analyzing and problem-solving

**DRESS CODE:**

- The professional dress code must be followed at all times (as may be further set forth in the human resources manual or other policies from time to time)

**EMPLOYMENT BY THE CATHOLIC CHURCH:**

Employment in and by the Church is substantially different from secular employment.

Church employees/volunteers must conduct themselves in a manner which is consistent with and supportive of the mission and purpose of the Church. This position **does not** require that the employee/volunteer be a Catholic. However, as a parish community rooted in the teachings of the Catholic Church, employees/volunteers are expected to be knowledgeable of core tenets and respectful of the mission, purpose, and teachings of the Catholic faith.

Employee:

I have reviewed this job description and agree it is an accurate representation of the responsibilities of my job. I understand that as an organization's needs change, my job description will change.

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor:

I have reviewed this job description and agree that it is an accurate representation of responsibilities performed in this job.

Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_