



THE BASILICA OF SAINT MARY

Position Description: Director of Children's Choirs

Employee Name:

Department: Liturgy and the Sacred Arts

Supervisor: Patrick Schneider, Director of Music

Status: Non-Exempt

Hours / Schedule: 6-8 hours per week/9 months per year (September/May)

Purpose of Position

Carry out the vision and mission of The Basilica of Saint Mary by educating and involving children as active participants in music and the arts in our community. To that end, direct the Cherub Choir, the Children's Choir and The Basilica Cathedral Choristers.

Scope of Position

- Report to the Director of Music.
- Prepare the three children's choirs to sing for Basilica liturgies.
- Assist with Christmas Musical and Summer Art and Music Immersion Camp

Knowledge Skills and Abilities

- 3-5 years' experience conducting children's choirs.
- Music Education degree or equivalent experience.
- Piano skills and knowledge of instrumental music (Orff instruments).
- Demonstrated competency in working with children.

Physical Demands

- Able to walk up and down stairs.
- Able to stand for extended periods.

Mental Demands

- Ability to work with minimal supervision.
- Strong oral and written communication skills.
- Ability to maintain confidentiality.
- Ability to prioritize tasks, workloads, workflow.

Primary Functions

Plan and lead the singing of the Cherub Choir (Pre K-K), the Children's Choir (Grades 1-3) and the Cathedral Choristers in a weekly rehearsal in preparation for singing at liturgical celebrations through the year (September-May)

Designation of Essential Functions

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.