

Director of Music
Potomac United Methodist Church
9908 S. Glen Rd., Potomac, MD 20854

General – The *Director of Music* will be responsible to plan and implement the music program for the Church. The Director will collaborate with the Pianist/Organist to deliver the music program. The position is 20 hours a week at a yearly salary of \$40,000.

Reporting Relationship – The *Director of Music* will report to the *Pastor* for direction relative to the music program. The *Pastor* is also responsible for work hours and time off. The *Parish Administrator* will coordinate office facilities for day-to-day operations.

Specific Duties –

Director of Music

- Plan a comprehensive long-term music program following the liturgical year
- Routinely engage the choir and congregation to ensure the music program is meeting the needs of the church
- Be available to work closely with the *Pastor* throughout the year including special events, Christmas, and Easter
- Form collegial relationships with all choir members
- Select music for the choir/congregation each week and choose soloists for special numbers
- Plan and provide musical direction for 10am Sunday service, and lead weekly rehearsals for the Chancel Choir
- Maintain the music program and ensure adequate rehearsals for each performance throughout the year, including August when the choir is typically on hiatus
- Hire a substitute choir director or pianist for planned absences
- Purchase new music as well as fully leverage the existing, extensive music library music; maintain the music library, including soliciting volunteers to help manage the inventory
- Work with the *Pastor* to include an orchestra in special worship services throughout the year
- Work with the *Children/Youth Choir Director* to create opportunities to participate in special worship services with voice and instruments throughout the year, including but not limited to the Joy Singers, a multigenerational choir.
- Explore and implement vehicles for alternative expressions of music (in addition to the Chancel Choir), so anyone, regardless of experience or ability, has an opportunity to participate

- Coordinate the facilities requirements for the music program with the office staff
- Provide appropriate input to the office staff for the bulletins and other calendar events
- Manage music program within the annual budget
- Plan and direct one or more special concerts (Community Concert Series), including recruiting volunteer musicians and conducting rehearsals, as well as look for other opportunities to extend the musical presence of the church into the community
- Recruit singers for the Chancel Choir from outside as well as within the church community
- Attend the weekly staff meeting

To Apply – Please email your resume and cover letter to employment@potomacumc.org; Attn: Music Director Position.