

First Presbyterian Church of Berkeley
Assistant Director, Youth Choirs
10-15 hours/week¹; Exempt, No Benefits

POSITION TITLE: Assistant Director, Youth Choirs

DATE: January 2019

JOB SUMMARY: Program leadership and coordination for youth choral music program (preschool through high school). Direct high school Network Choir. Provide musical support for Director for Choirs.

MAJOR RESPONSIBILITIES/ACTIVITIES:

Youth Choir Direction (35%)

- Network Choir (High School):
 - Plan and direct weekly choir rehearsals².
 - Direct choir in performances during worship and at other events.
 - Select challenging and appropriate choral repertoire in a variety of musical styles.
 - Meet with high school students and parents as needed.
 - Supervise and collaborate with accompanist and choir volunteers.
 - Provide vocal coaching for choir members and/or sectional rehearsals as needed.
- Youth Choirs (PreK-1st Grade, Lower Elementary, Upper Elementary/Middle School)
 - Provide coverage for choir director, accompanist, and rehearsal volunteer absences, as needed.
 - Provide roving support during youth choir rehearsals.

Sunday Youth Choir Program Leadership (50%)

- Serve as primary point of contact and liaison for youth choirs on Sunday mornings during the academic year for singers, families, choir leaders and volunteers, and worship staff³.
- In partnership with Admin Assistant for Choirs: maintain calendar for youth choirs in worship, choir rosters, and rehearsal rooms; coordinate and communicate youth choir logistics to worship staff, choir leaders and volunteers, singers, and families.
- Prepare and provide content for youth choir worship music and concert programs to Director for Choirs and worship staff.
- Assist youth choir directors with the selection of appropriate choral repertoire in a variety of musical styles.
- Recruit, support, and equip choir leaders and volunteers; identify and schedule substitutes when needed. Provide acknowledgement and recognition as appropriate.
- In partnership with Director for Choirs, create and produce Hanging of the Greens and special worship services in which youth participate, including selecting music, recruiting musicians, and leading rehearsals.

Musical Support (15%)

- Provide specialized musical support for projects (transcribe/transpose music, edit orchestral/choral parts, research and compare music editions, etc.).

¹ Additional hours required when choirs lead in worship or participate in annual Hanging of the Greens concert

² Typically, Sundays from 11:30 am–12:45 pm

³ Typically, Sundays from 10:00 am–1:00 pm

- Substitute for Director for Choirs in adult choir rehearsals as needed/available.
- In partnership with Admin Assistant for Choirs and volunteers, maintain youth choir music library.

REPORTS TO: Director for Choirs

SCHEDULE:

Rehearsals and program leadership:

- Sunday mornings, 10:00 am–1:00 pm (Youth Choir oversight from 10:00 am–12:30 pm plus Network Choir leadership approximately 11:15 am–1:00 pm).
- Weekday onsite (2–4 hours): 1-hour planning meeting with Director for Choirs plus check-in with Admin Assistant for Choirs.
- Personal preparation time and communication.

Worship leadership:

- 2–4 Sunday services/month September through June (at 9:00 am or 11:30 am; service times will vary depending on the choir and in which service they are scheduled to sing). Responsibilities include directing Network Choir and/or supporting other youth choirs with sound check and worship logistics for the time frame that they are in the sanctuary.

Choir Concert: Annual Hanging of the Greens concert. Typically, the first Sunday in December. 4:00 pm start; 4:15 pm call time for 6:00 pm concert, ending at 7:30 pm.

All-Church Conference: Optional attendance at annual church retreat in Mount Hermon, CA.

MINIMUM REQUIREMENTS

- A growing and deepening faith in Jesus Christ
- MM in Choral Conducting or BM with vocal emphasis and 2 years choral conducting experience
- Knowledge of choral literature appropriate for children's and youth choirs, including a small high school church choir
- Excellent organizational and communication skills
- Experience in church music leadership preferred
- Good people skills with an ability to work graciously and collaboratively with staff, volunteers, and singers and musicians of all ages
- Excellent oral and written communication skills
- Ability to take direction and work independently

Note: Nothing in this job description restricts the right of First Presbyterian Church leadership to assign or reassign duties and responsibilities to this job at any time. Service times and rehearsal times may be subject to change year over year as church priorities dictate.

How to Apply:

- Find our application form at <http://www.fpcberkeley.org/employment.asp>.
- Return this form with your Cover Letter and Resume to Bonnie Rauscher, Human Resources, at bonnier@fpcberkeley.org, or Bonnie Rauscher, First Presbyterian Church of Berkeley, 2407 Dana St., Berkeley, CA 94704.

Job offer will be contingent on passing a criminal record background check.