

First Presbyterian Church of Berkeley

Assistant Director, Youth Choirs

10-15* hours/week; Stipend, Exempt, No Benefits

*Additional hours required when choirs lead in worship or participate in annual Advent concert

Estimated Start Date: September 2019

Priority deadline to apply: September 9, 2019, open until filled

POSITION TITLE: Assistant Director, Youth Choirs **DATE:** August 2019

JOB SUMMARY: Lead and manage youth choral music program (preschool through high school).
Serve as high school Network Choir accompanist or director for weekly rehearsals.
Support Director for Choirs in music and choir ministry program.

MAJOR RESPONSIBILITIES/ACTIVITIES:

Choir Direction (35%) Sundays 3–5 hours/wk, including 10 am–1 pm

- Network Choir (High School) Sundays 11:30 am–12:45 pm
 - Accompany or direct choir in rehearsals, performances during worship, and at other events as assigned.
 - Lead and collaborate with choir director and volunteers.
 - Provide vocal coaching for choir members and/or sectional rehearsals as needed.
- Youth Choirs (PreK–1st Grade, 2nd–4th Grade, 5th–8th Grade) Sundays 10:15 am–12:30 pm
 - Oversee choir rehearsals and serve as director and/or accompanist if needed.
- Support scheduled youth choir worship service performances including accompanying, directing, and/or assisting with sound check and worship logistics when choirs are in the sanctuary.
- Teach music in youth and adult choir rehearsals in preparation for combined choir performances 2–3 times during the year. Serve as a substitute accompanist or director for adult choir rehearsals as needed, including accompanying or directing the adult summer choir on 2–4 Sundays in July.

Choir Music & Program Leadership (50%) Weekday/s to be scheduled ~5–7 hours/wk

- Program Leadership (25%)
 - 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 staff.
 - Recruit, support, and equip volunteer choir directors, accompanists, and rehearsal helpers; identify and schedule substitutes when needed. Provide acknowledgement and recognition as appropriate.
 - 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 written content for youth choir worship music that will appear in bulletins, slides, and concert programs
- Musical Leadership (25%)
 - Work with youth choir directors to select challenging and appropriate choral repertoire in a variety of musical styles.
 - In collaboration with youth choir directors, design and deliver age-appropriate activities to enhance musicianship and choral singing skills.
 - 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, leading rehearsals, and directing combined choirs in concert.

Musical Support (15%) Weekday to be scheduled ~2–3 hours/wk

- Provide specialized musical support for projects (transcribe/transpose music, edit orchestral/choral parts, research and compare music editions, etc.).
- 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 am–1 pm
- Weekday onsite (7–10 hours): includes one hour planning meeting with Director for Choirs plus check-in with Choirs Admin Assistant.
- Personal preparation time and communication.

Worship leadership:

- 2–4 Sunday services/month September through June (at 9 am or 11:30 am; service times will vary depending on the choir and in which service they are scheduled to sing).
- 2–4 Sundays in July for summer adult choir.

Choir Concert: Annual Hanging of the Greens concert. Typically, the first Sunday in December. 4 pm start; 4:15 pm call time for 6 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, or commensurate experience
- Proficient sight-reading and accompanying skills
- 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.