

**DIRECTOR OF MUSIC JOB DESCRIPTION
THE CATHEDRAL OF OUR LADY OF LOURDES
SPOKANE, WASHINGTON**

Summary of Position

The Director of Music is a full-time position and is supervised by the Rector of the Cathedral Parish. The director of music is responsible for the overall execution of the Cathedral's music program, including the Cathedral Choir, the Diocesan Youth Choir, and cantors. The director of music reviews all liturgical music programs, procedures, and budgets for the music program in cooperation with the Rector.

Principal Duties

- Promotes the development of authentic liturgical music at the Cathedral
- Directs the Cathedral Choir
- Directs the Diocesan Youth Choir
- Prepares and rehearses cantors for Cathedral liturgies
- Serves as the organist regularly for the 5:30 PM Sunday Mass and as needed for Cathedral and Diocesan liturgies
- Plans and reviews the liturgical repertoire
- Coordinates the hiring and payment of other musicians as needed for Cathedral liturgies and concerts
- Performs administrative office work, including the music bulletin insert and staff payroll
- Directs and oversees the duties of the choir librarian
- Oversees the maintenance of the areas used by the choir and instruments, especially the organ and piano
- Coordinates liturgical music for weddings, funerals, and other sacramental celebrations at the Cathedral.
- Prepares the annual budget for the music program
- Participates in periodic review with the Rector of the Cathedral Parish
- Other duties as assigned

Minimum Qualifications, Knowledge, Skills, and Abilities

- Bachelor's Degree in music
- Proficient organ performance and excellent choir directing skills and singing ability
- Excellent skills in administration, communication, collaboration, organization and supervision
- Ability to establish and maintain effective working relationships
- Pastoral experience in liturgical music
- Familiarity with Catholic Church documents on sacred music
- Availability to carry out responsibilities in the evenings and on weekends

Preferred Qualifications, Skills, and Abilities

- Practicing Catholic registered in his/her parish
- Master's Degree in music or equivalent professional experience
- Membership in professional organizations

Compensation

- Salary and benefits DOE
- Weddings and funerals compensated separately
- Professional development opportunities, vacation, sick leave pre-established

Application Deadline: October 6, 2017

To apply, please submit a letter of intent and a resume to Carolyn Berry, Cathedral Office Manager, at cberry@dioceseofspokane.org.