

POSITION AVAILABLE
Adrian Dominican Sisters Campus

Director of Music Ministries

SUMMARY:

This position enables and gives direction to the sung prayer of the Adrian Dominican Sisters campus, promoting the growth and development of the spiritual life of the Adrian Dominican Sisters campus. This is accomplished in accordance with the mission and vision of the Adrian Dominican Sisters.

RESPONSIBILITIES:

1. Serves primarily as liturgical musician with responsibility for the over-all liturgical music program on the Adrian Dominican Sisters Campus.
2. Reviews, plans and prepares music appropriate to liturgical seasons and celebrations. Has working knowledge of Finale or comparable program.
3. Provides the necessary formation and training for all music ministers (choir, cantors, bell choir, instrumentalists, etc.). Actively recruits, schedules and rehearses with them.
4. Manages department and campus music resources, such as instruments and their maintenance; reviews, organizes and updates the music library.
5. Engages and oversees supplementary musicians as needed.
6. Participates in planning, preparation, rehearsals and celebration of worship events as appropriate (e.g., Dominican Feasts, especially the Feasts of St. Dominic, St. Catherine, and Holy Rosary; Jubilees; formation events; funerals, etc.).
7. Participates in Diocesan sponsored events pertaining to liturgy and worship. as appropriate.
8. Prepares the music budget, as a resource to the Director, for incorporation into the department budget.
9. Serves as musical resource person for worship events scheduled on campus by outside Adrian Dominican Congregation groups, as appropriate.
10. Collaborates and assists the Director of Liturgical Ministries, and other worship staff, in liturgical preparation and evaluation.
11. Maintains professional membership in appropriate liturgical organizations (e.g., National Pastoral Musicians, American Guild of Organists, etc.) and pursues opportunities for professional updating in music and liturgy.
12. Develops and refines musical proficiency of self and music ministers through regular rehearsal.

QUALIFICATIONS

- Graduate degree in Music is preferred but not required.
- Must have a minimum of five years experience in liturgical music; preferably in at least two different pastoral settings.
- Three to five years of experience utilizing the skills and abilities listed below.
- Must be very familiar with Roman Catholic liturgy

- Must be a pastoral musician who is able to lead sung prayer and serve the community through the ministry of music.
- Possess ability to learn, integrate and actively appreciate the culture of the Adrian Dominican Sisters and the Dominican Family.
- Must have a working knowledge of the Liturgy Documents, the Rites of the Church, and current resources in worship and ritual practice.
- Has proficiency in the following skills: keyboard accompaniment, both organ and piano; vocal performance; choral direction; experience directing hand bell ensemble.
- Ability to organize all aspects of the music program.
- Must have strong interpersonal and pastoral skills.
- Ability to work collaboratively with flexibility.
- Maintains confidentiality.
- Must be computer literate (some experience with "*Finale Allegro*" or comparable music software preferred).
- Must be able to sit for long periods of time.
- At times it is necessary to walk from location to location on campus.
- Being sighted and capable of hearing is necessary.
- Must be able to frequently stoop, bend reach and carry approximately 35 pounds.

WORKING CONDITIONS:

- Adequate office and workspace, technological support and supplies provided.
- Some evening, holiday and weekend work required, particularly Sundays.
- Full time 80 hour pay period

Benefits:

Medical, dental and vision insurance available to purchase
 Congregation paid life, short term and long term disability coverage
 Defined benefit pension plan
 Paid time off

*Interested candidates should email a resume/cover letter to
employment@adriandominicans.org*