

## Part Time Interim Organist/Music Director

### Job Description 7/2024

#### South Congregational Church, Kennebunkport, Maine

Part time, interim organist and music director to lead our music program pending search for the settled position. (Successful applicants for the interim position will also be eligible for the settled position.)

#### Job Requirements:

- Play the organ and piano for all worship services (Sunday and other liturgical observations such as Christmas Eve, Holy Week and Easter), including hymns, prelude, postlude, offertory/choir piece, and other music as may be required
- Support and lead the volunteer adult choir including choosing music appropriate for member abilities, and leading regular rehearsals, and recruiting new members
- Include children in church music program to the extent possible
- Work with minister to select music liturgically appropriate for all worship services, incorporating a variety of music genres
- Provide music for weddings and funerals (with honorarium) held within the church as needed
- Procure substitutes for all absences
- Hire, schedule and oversee guest musicians
- Oversee maintenance of the church organ, pianos and other church owned musical instruments
- Oversee and maintain the music library
- Secure needed music copyrights and permissions; report music usage through appropriate licensing organizations
- Ensure appropriate musical licenses have been obtained for livestreaming
- Help develop and manage the annual music budget
- Have some association with American Guild of Organists, plus familiarity with AGO's Conditions of Employment

#### Qualifications:

- Have a level of technical and musical proficiency appropriate to the position
- Hold degree in music and/or equivalent experience (master's preferred)
- Demonstrate professional mastery of organ and piano

- Possess experience working with amateur choir or demonstration of skills necessary to do so
- Have knowledge of current trends and resources in church music
- Enjoy working with various music genres
- Have ability to physically access the organ and piano (up four steps); sanctuary is on second floor, chair lift is available
- Must pass background check
- Be familiar with church worship, preferably United Church of Christ
- Work with A/V team to provide quality sound in sanctuary and for online participants
- Work cooperatively, amicably, and professionally with the Minister, Christian Ed Director, other administrative staff and church members
- Maintain confidentiality related to church staff, members, and church business
- Be creative and flexible in meeting the challenges of the church in this era

Hours/ Compensation:

- Part time, year-round position based on a work week of approximately 16 hours per week (but may require additional or fewer hours some weeks)
- Evening and weekend duties in addition to Sunday worship
- Compensation starting at \$24,000 – commensurate with education and experience. Additional compensation for candidates who can provide supplemental music programming, e.g. directing Chime Choir
- Paid vacation of 4 weeks per year
- Medical coverage – not provided
- May use church organ and pianos for private teaching/ lessons