



GLORIFY GOD. SERVE OUR NEIGHBORS. TRANSFORM OUR CITY.

DIRECTOR OF THE CHOIR SCHOOL

Status: Nonexempt

Supervisor: Canon and Director of Music

Principal Function:

The Director of the Choir School is responsible for the health and growth of the choir school, including recruitment and the establishment of well-functioning management, communications, and evaluations systems. The Director of the Choir School interacts with the wider community, in coordination with the Canon and Director of Music, to be the first point of contact with the Choir School, and to foster relationships and encourage collaborations with outside organizations.

Essential Duties and Responsibilities: Duties may include, but are not limited to:

- Creates a strategic plan for recruitment with the Canon and Director of Music, and executes that plan in coordination with the Canon and Director of Music.
- Serves as the first point of contact for recruitment, cultivating relationships with outside groups.
- Coordinates with the Canon and Director of Music and the Director of Communications to create a successful advertising and/or recruitment campaign and collateral, and evaluates the success of that campaign.
- Creates and manages a recruitment database.
- Creates systems to evaluate the overall success of programming on a weekly, monthly, and quarterly basis to include: the impact of the program, and the depth of engagement.
- Develops chorister and volunteer statistics, metrics and narratives for grant requests and reports.
- Assists the Canon and Director of Music in coordinating the after-school program.
- Attends the weekly Choir School meeting and regular staff meetings as assigned ensuring progress in team goals and coordination in all areas.
- Attends relevant continuing education activities and joins appropriate professional organizations, as necessary.
- Recruits for summer camp.
- Stays up-to-date with training in Safeguarding God's Children and Safeguarding God's People. Reports any suspected child abuse or neglect, as required by the Diocese, Church, and state regulations.

- Assists the Canon and Director of Music and other staff in developing fundraising materials, and donor prospects.
- Assists with other Choir School administrative tasks, as needed.

Additional Duties

- Performs other related tasks as assigned by the Canon and Director of Music, or his designee.

Supervisory Responsibilities: This job does not have any supervisory responsibilities.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty according to the requirements of Christ Church Cathedral. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

Education and/or Experience: A Bachelor’s Degree (B.A./B.S.) in business, education, or other related field is desired; and three plus years’ related experience and/or training; or equivalent combination of education and experience is required. Previous experience in an administrative position is required. Previous experience working in a strategic planning and/or development role is desired.

Other Skills and Abilities: Computer software skills required include: Microsoft Outlook, Word, Excel, PowerPoint, Google Mail and Adobe. Ability to operate a printer, copy machine, scanner and other office equipment is desired. Incumbent must have the ability to adapt and conform to shifting priorities and demands and execute accordingly. In addition, this position requires a general understanding of the Episcopal liturgical procedures and music management, while paying close attention to detail. A valid driver’s license is required. The ability to speak, read and write in Spanish is desirable.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently will sit; walk; and lift and/or move up to 25 pounds. The employee occasionally will climb or balance; stoop, kneel, crouch or crawl; and taste or smell.

Specific vision abilities required by this job include close vision (clear vision at 20 inches or less), distance vision (clear vision at 20 feet or more), color vision (ability to identify and distinguish colors), peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point), depth perception (three-dimensional vision, ability to judge distances and spatial relationships), and the ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this job, the employee occasionally is exposed to working near moving mechanical parts, the risk of electrical shock, fumes or airborne particles and outdoor weather conditions when walking between the Cathedral and office building and when traveling away from the office for meetings, seminars, etc. The noise level in the work environment is usually moderate to loud during services and performances.

While the offices of the Cathedral are open from 8:00 a.m. to 5:00 p.m., Monday through Friday, this position requires work beyond these hours and on the weekends. It also requires both domestic and international travel as required.

Signatures:

Incumbent's Signature

Incumbent's Printed Name

Canon and Director of Music's Signature

Canon and Director of Music's Printed Name

Date

Date