

## DIRECTOR OF MUSIC

St. John's Episcopal Church 679 Farmington Avenue West Hartford, CT 06119  
860-523-5201  
www.sjparish.net

### Organization and Position Overview

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[St. John's Episcopal Church](#) in West Hartford, Connecticut, is a vibrant faith community committed to meaningful worship, extraordinary music, Christian formation for all ages, striving together for justice and peace, and building relationships within the parish and with our neighbors. Founded in 1841, the parish has operated since 1909 from its [historic neo-Gothic church](#) in suburban West Hartford, one block from the border with Connecticut's capital city of Hartford. The St. John's staff is a small, committed team that nurtures the church's mission and ministries within a working environment that values communication, trust, flexibility, diversity, health, and mutual support.

The director of music's role is to develop, direct, and nurture an excellent ministry of music to support and enhance St. John's vision of a caring Christian community, and to integrate this program with the activities and life of the parish and beyond. Included in St. John's music ministry is a nonprofit organization, Music at the Red Door, led by the director of music. Through this organization, the parish shares our belief in the power of music to enrich and transform lives by sponsoring free concerts and a children's music day camp for our wider community.

The ideal candidate will be a highly skilled musician and choir director capable of leading a robust choral program of adults and children; have excellent interpersonal, organizational, leadership, and communication skills; be excited about working collaboratively with staff, clergy, lay leaders, and parishioners; and be committed to fostering a high-quality music ministry that is well-integrated with all aspects of St. John's mission, including worship and faith formation.

The director of music is a full-time position of 40+ hours a week with generous benefits.

### Duties

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#### **Plan and execute all music for worship and events.**

- Serve as primary musician for major worship services, including weekly Sunday worship at 10:30 a.m. year-round, and Holy Week, Easter, and Christmas services.
- Serve as primary musician and/or arrange for other musicians to participate in special worship services and events (e.g., weddings, funerals/memorial services, Christmas pageant, summer outdoor services, Choral Evensong, Lessons & Carols, Christmas Festival).

#### **Administer the music program.**

- Oversee the St. John's Adult Choir and Choir School (RSCM chorister program), including holding auditions, conducting, leading rehearsals, providing regular communication, organizing and leading an annual Choir School camp, and recruiting/supervising volunteers (e.g., music librarian, robe coordinator, choir parents).

- Hire and manage professional music staff and contractors (e.g., choral scholars, section leaders, substitute or assisting organists, instrumentalists for special services).
- Collaborate with the associate rector to foster a partnership between the Choir School and Christian formation programs for children and youth.
- Develop and manage annual music budget.
- Oversee care and maintenance of the [Austin organ](#) and four Steinway pianos.

**Serve as artistic director of the Music at the Red Door concert series.**

- Plan for a series of annual music events, including researching and recruiting artists, negotiating schedule and fees, arranging for rehearsals and payment.
- Oversee an annual summer Kids Community Music Camp designed for local children who do not have regular access to robust music education and/or musician role models.
- Hire and supervise part-time independent contractors or volunteers who support Music at the Red Door programs, including an operations manager, assistant operations manager, marketing manager, graphic designer, grant writer, and camp staff.

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**Required Skills and Qualifications**

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- Experience as a church organist, and knowledge of the Episcopal Church and liturgy.
- Extensive experience as a choral director with both adults and children; experience with Royal School of Church Music programs preferred.
- Organizational and communication skills required to run a multifaceted music program.
- Ability to be a creative, collaborative, flexible, and dependable team player.
- The ability to connect on a personal/faith level with a variety of people with warmth, humor, and emotional intelligence.

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**Compensation**

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Salary commensurate with experience and qualifications; minimum \$75,000/year plus generous benefits.

Benefits include paid vacation, sick leave, pension, health insurance, long-term disability, continuing education time and allowance, professional expense allowance, and a sabbatical after every five years of continuous employment.

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**Application Instructions**

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**Application deadline:** August 1, 2024

To apply, submit the following by the application deadline:

- Cover letter
- Resumé or CV
- Contact information for three professional references
- One or two video or audio recordings that showcase the candidate's musicianship and skill. Links to online content are preferred over large media files attached to email correspondence.

Applications may be submitted electronically to the Director of Music Search Committee via email at [office@sjparish.net](mailto:office@sjparish.net) or by mail to:

St. John's Episcopal Church  
679 Farmington Avenue  
West Hartford, CT 06119

Please no calls. All applications and inquiries must be submitted via email or mail as detailed above.