

# Director of Music, St Mary of the Angels Church

## Job Description

### Purpose of position

The Director of Music, St Mary of the Angels (**the Director**) has overall responsibility for the provision of music at St Mary of the Angels Church (**the Church**). The Director will work with the Parish Priest and Liturgy Committee to maintain and enhance the musical tradition of the Parish and also take opportunities to increasingly reflect the diverse ethnicity of the Parish. The primary responsibility is to train and direct the Choir for the 11am Sunday Mass. The Director is also expected to provide oversight and support, as required, for music at 9am and 5pm Masses, and musicians based at the Church.

### Responsibilities and duties

The Director's primary responsibility relates to the 11am Choir, ensuring:

- conduct of Choir practices and performances throughout the year
- effective performance of the existing repertoire, including continuation of the Gregorian Chant liturgical cycle, and suitable Latin polyphonic motets in accordance with the liturgical seasons
- development of the repertoire, including more recent classical liturgical works, in accordance with liturgical requirements
- effective direction of the Choir in rehearsal for participation in the 11am Mass and other liturgical occasions set out in the agreed annual schedule of work (see below)
- collective voice and musical training of Choir members as required
- direction of Choir development, including recruitment of new members
- as appropriate, setting up and maintaining youth choirs to aid recruitment of singers, and
- provision for a Choir organist, although this role can also be taken by the Director.

Other responsibilities include:

- working with the Parish Priest, the Liturgy Committee and others to generally enhance the Church's liturgy through music
- overseeing and coordinating bookings for musical events at the Church (recitals, concerts, master classes etc) - preparing, welcoming and ensuring the Church is ready again for use after the event
- ensuring that there is an organist for the 9am mass, unless otherwise agreed with the Parish Priest
- support for music at 9am and 5pm as required, particularly when regular music groups take a break, and on special occasions in the Parish

- in the event of absence, including taking annual leave, arranging a suitable short-term substitute, and
- management of budgets for the Choir and Church music as agreed with the Parish Priest.

### Key Relationships

The Director reports to the Parish Priest, St Mary of the Angels, and is ultimately responsible to him. The incumbent is also expected to develop constructive relationships with:

- the Liturgy Committee, of which the Director is a formal member. He/she is expected to take into consideration the advice of the Liturgy Committee, but is ultimately responsible for the selection of suitable choral music.
- the Choir Committee. The Director is an ex-officio member of the Choir Committee, and should present a report to the Choir's annual general meeting, reviewing the year past and previewing future developments. (New music requirements should be discussed with the Choir Committee and, if necessary, with the Parish Priest or his delegated representative.)
- organists at 9am and 11am masses, and
- music groups involved with 9am and 5pm masses.

It is also desirable that the Director establish and maintain wider relationships with individuals and groups involved in the music and liturgy of the Church including:

- communities at Te Ngakau Tapu and Te Kainga, who have come together with the Choir at Waitangi Day. A working knowledge of Te Reo and familiarity with tikanga is advantageous to maintaining these relationships and fostering mahi
- the Directors of Music at St John's Presbyterian Church, St Peter's Anglican Church and the Cathedral of the Sacred Heart, and
- wider Parish and community groups with musical interest and contributions.

### Performance indicators

The role will ultimately be successful if:

- musical standards at the Church are maintained and enhanced, characteristics of the different masses are acknowledged, and St Mary of the Angels continues to be known for its high-quality music and welcoming services
- the Choir continues to deliver, regularly and without interruption, suitable music at the 11am Sunday Mass and other liturgical occasions set out in the schedule of work, and its performance supported through:
  - a repertoire that is developed with suitable additions appropriate to the Catholic Liturgy
  - maintaining choir membership and expertise so that it can deliver the programme of work required of it

- opportunities are identified and taken-up to reflect the diverse ethnicity of the Parish, acknowledging and using music from the many communities represented in the Parish, and
- any external events in the Church (concerts etc) overseen by the Director, recognise and respect the living and sacred nature of the space – behaviour and music should not be contrary to the beliefs and spirit of the Catholic Church.

#### Desired attributes

The successful candidate should possess:

- a strong ability to communicate effectively with people who come from a variety of backgrounds and have a wide range of musical knowledge and expertise, since the Choir is un auditioned and voluntary
- musical training to tertiary degree standard or equivalent professional experience. (References from two established musicians is desirable.) The Director should ideally be able to substitute for the Church Organist in the event of absence
- effective leadership abilities, including high quality oral and written communication skills
- a pleasant and confident manner
- familiarity with the Catholic liturgy; in particular the ordinary form of the Roman Rite Mass as revised in 2002, and
- technical training in vocal technique, and the ability to train others in voice production.

#### Schedule of work (including agreed annual programme)

There are weekly choir practices, February -December, currently Thursday 7:30 – 9:30pm (compulsory), Friday 7:30 – 9:30pm (optional), and Sunday 10:15 – 10:50am (compulsory).

The weekly choral Sunday Mass is from 11am – 12noon, February -December.

There is also, commonly, a choir workshop & AGM on a Saturday in late January.

The incumbent will agree an *annual programme of work* with the Parish Priest (ideally around the time of Pentecost).

Occasions likely to be considered when the annual programme is agreed include: the Waitangi Day Mass (9am, 6 February), Holy Week services, Vespers at Pentecost, Assumption (15 August), All Saints' Day (1 November), Christmas Carol Concert and Christmas liturgies.

Note: the Director would normally take annual leave when the Choir is in recess, between Boxing Day and the first week of February.