

## Job Description for Part Time Director of Music

Holy Family Catholic Church is a beautiful large church on Hilton Head Island, SC, ministering especially to Island visitors. The majority of worshippers at any Mass are visitors who love to sing, especially since most of the songs chosen are familiar to them. We are seeking to hire a part-time Director of Music who will lead the church's music program, choosing sing-able music for worshippers, coordinating and coaching the volunteer cantors, providing appropriate organ and piano music for each liturgy, available for all weekend Masses (possibly increasing from 3 to 4 from Memorial Day to Labor Day; used to be the norm but things have changed since the pandemic), additional annual holy day Masses, funerals and weddings (separate stipends, currently \$300 each) and any other major parish events or liturgies, programming the church carillon with seasonal music, maintaining an accurate account of organ and piano needs, required maintenance, and the music budget, exploring the possibility of re-starting a choir (adult, multi-generational, children's), seeking out parishioner instrumentalists and additional cantors, being available to the Spanish community if/as needed. The Director of Music will be a strong team player, expert organist/pianist and responsible staff member. In addition, he/she shall serve as a resource to the clergy, staff, and parishioners in the promotion of the highest forms of Sacred Music.

Holy Family Church has excellent instruments: a 4 manual Zimmer and Sons pipe organ along with a Yamaha grand piano. Both are aging. The organ could benefit from some renovations, and the piano could be replaced in the future.

Minimal Qualifications: Experience in managing multiple programs. People skills with an ability to inspire volunteers, identify problems. Five years of music leadership experience; Bachelor's Degree in Liturgical/Sacred Music or Organ/Keyboard/Vocal performance, Master's or Doctorate preferred, and/or with plenty of liturgical experience along with pipe organ, piano and choral experience. Robust faith; practicing Catholic preferred. Membership in professional organizations serving the Sacred Music, Liturgical, and Organ/Keyboard/Choral music fields.

Must successfully complete the Diocese of Charleston application process before hire. This includes criminal background check and Safe Environment. Must have reliable personal transportation.

The expectation is 12 to 15 hours per week, and work days usually Friday through Sunday. Salary is negotiable based on experience and qualifications. The hope is to be able to expand the hours back to full time when conditions are more normalized (pandemic under control, finances back up!)

When the need arises for time off, a request shall be submitted to the Pastor, and a substitute shall be found if necessary to play for a Mass or Masses, not to exceed a total of 3 weeks per annum.

Application: Application materials shall include a curriculum vitae with professional references and any supporting information available including but not limited to commercial recordings, links to mp4s of the applicant's performances, liturgy programs or worship aids from occasions in which the applicant has served in a similar position to that which is being offered.

Interested, well-qualified applicants shall present or mail their materials to:

Linda Hamilton c/o Holy Family Catholic Church 24 Pope Avenue, Hilton Head Island, SC 29928.

Email: [music@holyfamilyhhi.org](mailto:music@holyfamilyhhi.org)

The position will be available as soon as the qualified person has been identified and meets all requirements.