

## Kamloops United Church (KUC) Choir Director/Music Coordinator

**Responsibility and Accountability:** The Choir Director/Music Coordinator is accountable to and takes direction from the Lead Minister. The Choir Director/Music Coordinator works with the Administrative Manager to plan the use of the church for music programs and events.

**Compensation:** This is a part time position with a salary of \$23 per hour for eleven months, based on 13 hours/week. There are no benefits to this position.

**Job Statement:** This position is responsible for directing the choir and creating and maintaining volunteer and/or paid musicians for each Sunday service in addition to some “special services” such as Blue Christmas, Memorial Hymn Sing, etc. as needed.

There is an opportunity for creative leadership by introducing various music genres and additional instrumentalists into the musical life of the church.

### **Job Functions:**

1. Identify the music needs of KUC in consultation with the Lead Minister, choir, Jazz Vespers, bell choir directors and others integral to providing musical services to the church.
2. Meet regularly with the Lead Minister and service leaders to plan the musical requirements for a period of time, noting the seasons, focuses and themes of the church year.
3. Identify and schedule musicians (keyboardists and others) who are willing to provide their musical talents in the services of KUC.
4. Create a quarterly (or more frequent schedule) of musicians making it available to the Lead Minister, the Worship and Music Committee and the choir.
5. Organizes meetings of all involved in music leadership (keyboardists and other musicians) to confirm schedules and discuss any ideas for the development of music in the life of KUC, when necessary.
6. Provide support to musicians (keyboardists and bell choir directors) as they provide their services to KUC.
7. Direct the choir at choir rehearsals and on Sunday morning and keep the choir informed of any issues, concerns or information around music and services.
8. Ensure that the budget created and approved by Council Circle is not exceeded in the purchase of choir, piano and organ music.
9. Find last moment replacements of musicians, when necessary.
10. Continue to seek musicians to enrich services.
11. Explore the potential to create a sacred arts program at KUC and the potential for midweek and other music programs.

**Education and Experience:** Musical training – vocal and/or other instruments, keyboard preferred.

**Required skills and abilities:**

- Choral conduction experience of 2 – 5 years
- Keyboard ability – piano and organ experience preferred
- Personable, sociable, able to meet, converse with and contact people in pursuit of singers, instrumentalists, and keyboardists to fulfill the music roles in KUC.
- Excellent interpersonal and communication skills.
- Diplomatic and tactful in dealing with others, with ability to maintain confidentiality.
- High level of organizational skills
- Flexible and have time available to attend meetings, rehearsals and consultations throughout the week.
- Knowledgeable about United Church principles, practises and ethos.
- Computer and related skills

**Additional Requirements:**

- Satisfactory Criminal Record Check
- Participation in on-going workshops, seminars and courses

Email application to [admin@kamloopsunited.ca](mailto:admin@kamloopsunited.ca). Put “Choir/Music and your name” in the subject heading and include cover letter, resume and three references.