



First United Methodist Church
New Braunfels

Assistant Director of Music Ministry (P/T) 15 hours/week

04/19

Reports to: Director of Music Ministry

Primary purpose: The Assistant Director of Music Ministry assists with leading and directing all Adult Choirs and is responsible for recruiting, selecting, developing, and coordinating adult ensembles or individuals who will perform songs from a wide variety of musical selections and styles of music, and directing them in their performances.

Qualifications:

1. A Disciple of Jesus Christ who is actively growing in their faith.
2. A Bachelor's Degree in a musical field is preferred, with an emphasis in music, choral directing or choral performance.
3. Choral music experience and familiarity with choral directing and conducting techniques.
4. Able to sing and teach music and parts effectively, to lead rehearsals, and to direct singers during performances.
5. Possess good organizational skills.
6. Possess a positive attitude.
7. Possess effective communication and leadership skills
8. Provide relevant references and samples or examples of directing/teaching style.

Duties and Responsibilities:

1. Direct Adult Choirs & rehearsals including Handbell Choir when the Director of Music Ministry is absent.
2. Direct and lead various ensembles/individuals in preparation for performances during Sunday worship services.
3. Recruit, develop and train members for various ensembles (a Capella group, quartets, duets, gospel group, women's, men's groups, etc).
4. Select music for ensembles, and teach, develop and lead the vocalists in rehearsals.
5. Work within a designated budget.
6. Schedule and coordinate rehearsals with group(s) and accompanist(s).
7. Maintain and coordinate a calendar of events for performances and provide this information to the church staff and office.
8. Help and assist Handbell players learn their music as needed.
9. Direct the congregation as they sing both hymns at the 8:30 and 11:00 Worship Services.
10. Listen and offer feedback to the Director of Music Ministry on how to help choirs and handbells sound their best.