

JOB DESCRIPTION
SECOND PRESBYTERIAN CHURCH
600 Pleasant Valley Dr.
Little Rock, Arkansas, 72227

I. TITLE: ASSOCIATE DIRECTOR OF MUSIC AND THE ARTS: Full time, benefits position

II. PURPOSE: To administer and conduct various programs/ensembles within our children's music program (preschool through –5th grade), conduct Adult and Youth Handbell ensembles, and grow a robust, participatory music program which maintains and builds upon Second Presbyterian Church's rich history of musical excellence.

III. ACCOUNTABILITY and RELATIONSHIP: Accountable to the Director of Music, and Senior Pastor, with a working relationship with the Children Education and Worship Ministries.

IV. QUALITIES OF CANDIDATE: The successful candidate shall demonstrate the ability to work collegially with pastors, staff and musicians within a diverse congregation. Also, the candidate should be able to articulate a theology of worship that demonstrates a solid grasp of Christian worship as it relates to service planning. A deep knowledge of music and music education strategies as it relates to a children's music ministry is desirable, as are strong conducting skills and experience selecting repertoire for various services and community outreach programs.

V. RESPONSIBILITIES:

A. Choral Program

Prepare, recruit and conduct weekly rehearsals for various children's choral ensembles (preschool through –5th grade).

Plan, coordinate and conduct various children choral ensembles within regular worship services.

Plan and coordinate with the Director of Music the inclusion of children ensembles in special services on a periodic basis.

Participate in weekly Adult Choir rehearsals and services as an assistant conductor/section leader.

B. Handbell Program

Prepare, recruit and conduct weekly rehearsals for our Adult and Youth Handbell ensembles, and children's chimes groups.

Plan, coordinate and conduct Handbell ensembles within regular worship services.

Maintain the Bell Choir Library and Bell instruments.

C. Administrative responsibilities:

Attend weekly Program Staff meetings, and meet regularly with other program staff/ministries to plan collaborative services.

Recruit parent volunteers and supervise children's music programs assistants who work within the children's choir and Sunday Church School programs.

Communicate clearly and often with the families of Second Presbyterian Church as well as staff and lay servants as to the programs, opportunities, and events within the Music Ministries for children and youth.

Maintain an office schedule appropriate to the activities associated with the Music ministry.

IV. OTHER DESIRED SKILLS OR EXPERIENCES:

A degree in Music or music education, with emphasis in vocal and choral areas. Instrumental degrees also considered with a minor in voice or choral studies.

Skills with piano, guitar, percussion, Orff instruments etc.

Experience with performing or planning contemporary music and services.

Children's musical theater experience.

- V. EVALUATION:** Annual performance reviews shall be conducted by the Director of Music for submission to Pastor, and to the Personnel Committee. The Personnel Committee will annually review the adequacy of compensation.

Please submit by email a cover letter, resume, and a list of three references to:

Dr. Bevan Keating
bevan@wildwoodpark.org

or Call Dr. Keating 501-831-8929 if you have questions or need more information.