



## **Assistant Director of Music**

The Assistant Director of Music is responsible for directing the Sanctuary Choir & rehearsing the NewDay Praise team vocals with a wide variety of worship music at Plainfield United Methodist Church. A visionary that will help develop other vocal opportunities in collaboration with the Director of Music. This is a 9-month, part-time position with occasional summer commitments.

### Ministry responsibilities:

The Assistant Director of Music takes work direction from, reports to, and is accountable to the Director of Music & Worship Arts.

### Tasks include but are not limited to:

- Provide vocal music at all regularly scheduled & special worship as directed, including seasonal worship events (such as Christmas Eve)
- Direct the Sanctuary Choir, including regular rehearsals
- Rehearse the NewDay Praise team vocalists during weekly rehearsals
- Develop and maintain personal musical skills
- Select and submit a material request form to the Director of Music & Worship Arts for music that is appropriate for use in worship and within the abilities of the musicians
- Participate with Music & Worship Arts staff in regular planning of worship and special programmatic concerts, attend various short term planning group meetings as needed, and participate in annual staff retreat.
- Oversee the music library at PUMC
- Set annual professional ministry goals with Director of Music and participate in ongoing supervision and review
- Other duties as the ministry requires and directed by the Director of Music

### Skills and gifts:

- Personal commitment to Christ and the work of the Church
- Exceptional musical talent with demonstrated proficiency on organ and piano
- Experience and competence selecting choral music, and rehearsing and leading choral groups
- Strong interpersonal, organizational, verbal and written communication skills; computer literacy; and ability to work in a cooperative manner with other staff and volunteers

Updated: August 2020