



ST PAUL'S CATHEDRAL  
EPISCOPAL

*Love Christ • Serve Others • Welcome All*

## JOB DESCRIPTION

Job Title		Music Administrative Assistant			
Reports To		Choir Director			
FSLA Status	Non-Exempt	Hours / wk.	18	Pay Range	\$26 / hr.

### JOB PURPOSE

The Music Administrative Assistant (MAA) directly assists the Choir Director in tasks related to maintaining and expanding the engagement of the Music Department programs and offerings. The MAA aids the Interim Choir Director in the creative development, implementation, and maintenance of current and future music programs for the Cathedral community and the public. The MAA must be able to work well with parishioners and staff.

### Duties and Responsibilities

#### Functional Area

#### Percent of Time

#### **Publicity**

(40%)

- Assists with marketing, development and recruitment for the Chorister Program and adult choirs.
- Assists in the creation of publicity for Music Department programming, collaborating with the Communications Department.
- Manages social media for the Music Department.

#### **Choir Manager**

(60%)

- Assists with creating schedules and regular communications with choir members and Chorister parents.
- Assists in the creation and distribution of music scores, both in physical and digital format.
- Aids in the creation, development, and maintenance of current and future music programs.
- Books space for rehearsals and special events
- Assists staff singers in use of timecard system
- Oversees care of choir vestments
- Attends weekly cathedral staff meeting and liturgical meetings as required
- And other duties as assigned.



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### Qualifications

- Excellent verbal and written communication skills.
- Ability to work well with fellow staff, congregants, and the public.
- Choral music background preferred.
- Computer literacy, including familiarity (or aptitude to quickly get up to speed) with Adobe Acrobat products and relevant other products, including Word, Excel, ForScore, Rite Song, and Paychex Flex.
- Previous experience with publicity, communications, or social media management is desirable.
- Demonstrated ability to collaborate effectively with individuals from diverse backgrounds and perspectives.
- Passes background security check and Safe Church training.

### Working Conditions

This is a primarily remote position. Up to 4 hours a week of on-site presence in the music office may be required.

*--Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.*

**Contact us at:** [employment@stpaulcathedral.org](mailto:employment@stpaulcathedral.org)

**Get to know us:** [www.stpaulcathedral.org](http://www.stpaulcathedral.org)