

## Music Director

St. Mark Presbyterian Church in Newport Beach, California, is seeking an experienced part-time Music Director to continue our long-standing commitment to quality music. The ideal candidate would be a proven team player who possesses knowledge of a diverse repertoire of sacred music and the ability to effectively lead/direct an adult choir in addition to overseeing a handbell director and organist/accompanist. Complete job description available upon request. Please submit a cover letter & resume to Shelley Chretin at [schretin@cox.net](mailto:schretin@cox.net) before the August 20, 2018 deadline.

Responsibilities include:

- Coordinate and collaborate with the pastor and worship committee in planning weekly worship services as well as special services including, but not limited to: Advent, Christmas Eve, Ash Wednesday, Holy Week, and Easter
- Conduct/lead the adult choir rehearsal weekly (currently on Thursdays) as well as Sunday morning warm-ups prior to the one worship service. Choir sings during the academic year
- Willingness and ability to work with volunteers with varied skill levels
- Recruit/develop choir members as well as incorporate congregational musicians
- Supervises handbell choir director and organist/accompanist
- Handling administrative duties such as preparing and maintaining a budget, arranging for instrument tunings/repair, writing/submitting music news items for church newsletter, and maintaining the music library in accordance with copyright laws

Position provides:

- Competitive salary based on experience
- 4 Thursdays/Sundays paid vacation, preferably during summer months
- Office, music library, and rehearsal space within the church building; sanctuary or other space available for teaching and performing

*St. Mark is an inclusive community with open arms and open minds, where all are welcomed.*