

Employment Opportunity

MUSIC DIRECTOR

*Holy Name Parish
71 Gough Avenue
Toronto, Ont., Canada, M4K 3N9*

Contract for Services

Overview:

Holy Name Parish is seeking a Music Director to lead an SATB choir of 20+ volunteers.

Responsibilities:

- Teach/rehearse liturgical music with the Holy Name choir. Conduct choir during Mass. Endeavour to be present for all Masses involving the choir, especially for important seasons (e.g. Advent/Christmas and Lent/Easter). On rare occasion of unavailability, secure qualified substitute choir conductor ahead of time.
- Schedule one cantor and one accompanist for each Sunday liturgy held on Saturday evenings.
- Schedule one cantor, one accompanist, choir (September to mid-June) for all English language Masses on Sundays and special liturgical events (e.g. the Easter Triduum and Christmas Eve).
- Receive and approve invoices from cantors and accompanists, pass them on to Parish accountant on a monthly basis.
- Choose Mass music that is appropriate for the readings of the day. Ensure the music follows diocesan rules and is liturgically current.
- As required, attend Liturgy committee meetings to plan for special liturgical events, such as the Easter Triduum and Christmas
- Work with the music leader of the African Catholic Community to ensure proper coordination of music for all joint Masses celebrated by the two communities.
- Schedule cantor and musician(s) and coordinate music for all weddings, funerals and memorial Masses at Holy Name. Speak with couples/families/funeral homes regarding their music needs, help choose liturgically appropriate music and ensure the other parties know they are responsible for paying the cantors and musicians.
- Similar scheduling and music coordination for various “additional” Masses/services like school graduation, baptism, confirmation, first communion, RCIA rites etc. as required.

- Maintain and keep the Holy Name music instruments (piano, organ, percussion instruments etc.) and the choir area sound system, mics, music stands etc. in good order.
- With the assistance of choir members, maintain and organize the music library.
- With the help of choir members, keep the choir pew area and the other music cabinets tidy, organized and uncluttered
- ***For choir rehearsals:***
 - Prepare for rehearsals, be able to teach the music to the choir.
 - On rare occasions, record audio clips for choir members who don't read music to help them learn difficult parts of a piece.
 - Source and photocopy music, as necessary.
 - Run a 1- to 2-hour weeknight choir rehearsal per week from September till June. (This will involve arriving early to set up as well as clearing up the choir space after rehearsal.)
 - Run a 30- to 45-minute choir rehearsal before each Mass involving the choir (Sept. to June)
 - Run additional choir rehearsals for Christmas and Easter Services as necessary.

Time Commitment:

- Every Sunday: Mass & rehearsal, avg. approx. 2 - 2½ hours per Sunday
- Weeknight choir rehearsal (September through June) – approx. 2 - 2½ hours per rehearsal
- Additional time for Christmas liturgies (Christmas eve, Christmas day, New Year's Day Masses. (Hours will vary from year to year, depending on when Christmas Day and New Year's Day fall in the week.)
- Additional time for Easter Triduum (Holy Thursday, Good Friday, Easter Vigil and Easter Sunday).
- As required:
 - During the week, prepare music for following weekend, communicate necessary logistical information to cantors, accompanists and choir,
 - Act as music consultant for weddings, funerals, ceremonial Masses etc.,
 - Attend meetings of the Liturgy Committee to plan for special liturgical events, such as the Easter Triduum and Christmas.

General Requirements:

- A degree and/or equivalent qualification in music
- Previous experience conducting/directing a choir

- Experienced vocalist
- Proficient in organ and/or piano playing
- Thorough understanding of Catholic liturgy and how music fits in the liturgy
- Skilled in choosing hymns that align with and reinforce the liturgical readings of the day
- Great leadership, organizational and interpersonal skills necessary for leading an SATB choir of 20+ volunteers.

Fees:

- 1) Music Director Fee: \$5,000 per annum, paid monthly.
plus
- 2) a) September to mid-June, rehearse choir before Mass and conduct choir during Mass: \$75 per Sunday
b) if there is no accompanist during a Mass involving the choir, the Music Director will provide accompaniment as well as direct the choir and receive an extra \$25 per Mass.
plus
- 3) Weeknight choir rehearsal: \$100 per rehearsal in normal times, \$150 per rehearsal in preparing for major feasts.

To apply for this contract, please submit your resume and a cover letter in MS Word or PDF format to:

Holy Name Parish
Att: Dina Papadopoulos
71 Gough Av.
Toronto, Ont.
M4K 3N9

Email: holynameto@archtoronto.org

The deadline for receipt of applications is 2:00 p.m. on March 31, 2023. We thank all applicants, but only those selected for an interview will be contacted.

In an effort to comply with the *Accessibility for Ontarians with Disabilities Act (AODA)*, Holy Name Parish attempts to provide reasonable accommodation to individuals with disabilities. If you have accommodation needs and are contacted for an interview, please make such needs known at that time.