



ARCHDIOCESE OF ST. LOUIS
Office of Sacred Worship

Archdiocese and Cathedral Basilica of St. Louis Position Description Form

Job Title: Choir Director of the Archdiocesan Youth Choir
Terms: Part- Time / 20-25 Hours a week
Salary: \$30,000
Agency/School/Parish: Cathedral Basilica of St. Louis
Position Reports to: Archdiocesan and Cathedral Basilica Music Director
Date Approved: 2/14/2024

Position summary

The responsibilities of this position include the support and assistance to the director of music in establishing and maintaining a comprehensive youth choir program for The Roman Catholic Archdiocese of St. Louis. The program is to reflect only the finest music, including the vast repertoire for youth and treble choirs, settings of the Mass ordinary, the hymns and antiphons of the Catholic Church, including Gregorian Chant, music theory, ear training, solfege, as well as contemporary music that is consistent with the Roman Catholic tradition.

The position requires the support and execution of the vision established by the director of music. The position requires the incumbent to function as the archdiocesan youth choir director, choir librarian, and to provide administrative support of the music department in collaboration with the director of music. This position is responsible for weekly rehearsal preparation, regular collaboration with the director of music in rehearsal instruction and repertoire selection, music theory lessons each week, and communications with parents and choristers.

Duties and Responsibilities

- I. The principle responsibility of the archdiocesan youth choir director is to assist the music director of the Archdiocese and Cathedral Basilica of St. Louis in fulfilling their vision for the Archdiocesan Youth Choir. This position should make every effort to meet all goals and expectations for the youth choir including, but not limited to, recruiting, rehearsal planning, repertoire selection, education, and Catholic formation.
- II. The archdiocesan youth choir director will create rehearsal plans each week in collaboration with the music director.
- III. The director of the Archdiocesan Youth Choir, shall meet weekly with the director of music to plan and select repertoire for the youth choir for the various liturgies and events the Archdiocesan Youth Choir is to participate in.
- IV. The director of the Archdiocesan Youth Choir shall prepare short educational exercises in music theory and ear training / aural skills.

- i. The use of solfege is required in educational programming.
 - ii. Focusing on one topic per lesson
- V. In addition to the duties above, the following responsibilities are included:
 - i. Prepare all weekly cathedral worship aids, for cathedral and archdiocesan liturgies.
 - ii. Assist in management of the choir library in collaboration with the associate director of music for passing out and turning in music for all choirs.
 - i. This includes collaborating with choir librarian volunteers
 - iii. Binder preparation for kids putting their music in order in their binders before each rehearsal
 - iv. All other duties as assigned

Knowledge & Experience Requirements

- I. The Archdiocesan Youth Choir Director shall have a four-year degree in music with a proven record of success working with children's and youth choirs.
- II. This individual has held past youth choir director positions.
- III. This individual shall regularly attend continuing education workshops for youth choirs, training in gregorian chant, RSCM, and Ward Method.

Skills & Attitudes Required for Success in Job

- I. Must be a practicing Catholic in good standing with the Catholic Church.
- II. Excellent interpersonal, communication, leadership, and performance skills, patience, clarity, mentoring, ability to lead others in prayer, and possess a positive attitude.
- III. Excellent organizational skills
- IV. Detail oriented
- V. Ability to work as a member and leader of a team.
- VI. Timeliness and preparedness
- VII. High degree of motivation

Relationships Requirements

- I. The Archdiocesan Youth Choir Director shall attend weekly music department meetings.

Resources for which accountable

- I. Accountable for the music library
- II. Accountable for keeping the office space and chapel clean and presentable.