Full-time Associate Director of Music and Organist

About Trinity Presbyterian Church:

Trinity Presbyterian Church is a 1,400 member congregation of the Presbyterian Church in America (PCA), an Evangelical Christian denomination in the Reformed tradition. More information about our worship services and music ministry can be found online at www.trinitypca.org.

Purpose of this position:

To enhance the Trinity Presbyterian Church music ministry by assisting the Director of Music and Organist primarily with service playing, accompanying and administrative responsibilities.

Candidate Pre-requisites:

- Committed to the historic Christian faith, in both belief and lifestyle, and in agreement with the Reformed and Evangelical doctrines outlined in the Westminster Standards of the Presbyterian Church in America
- Excellent service playing skills and broad knowledge of the organ repertoire
- Excellent sight reading and accompanying skills (including open score)
- Experience in rehearsing and conducting a variety of ensembles
- A working knowledge of instrumental scores, music publishers, notation software (Finale) and copyright laws
- Comfortable using online databases and computer programs such as OneLicense, CCLI Song Select, Microsoft Word and Excel
- Clear written and oral communication skills
- Minimum of a bachelor’s degree in music with a concentration in organ

Duties:

- Assist with service playing responsibilities including preludes, postludes, anthem accompaniment and congregational hymn accompaniment for two Sunday morning services, one Sunday evening service and other special/seasonal services.
- Accompany all regularly scheduled and special Chancel Choir rehearsals
- Lead sectional rehearsals as needed
- Accompany the Trinity Youth Choir for all regularly scheduled and special rehearsals
- Assist with the planning and execution of Youth Choir fall retreats and summer Youth Choir tours
- Share the responsibility of providing music for weddings and funerals with the Director of Music
- Be available to direct or accompany a variety of ensembles as needed (Chancel Choir, Youth Choir, Children’s Choir, handbells, etc.)
- Assist with administrative duties: recruiting and communicating with church volunteers and guest instrumentalists, ordering music, sending music to contracted instrumentalists, using
music software to arrange music or notate hymns for bulletin inserts, requesting copyright permissions, renting scores, updating music databases, etc.

- Maintain, or oversee volunteer maintenance of, the music library (stamp and number music, pull/return music to the library, update electronic and hard copies of the music library database when a new anthem/orchestration is purchased, keep folders well stocked for each choral ensemble)
- Prepare the choir room for each Midweek and Sunday rehearsal as needed
- Other duties as assigned by the Director of Music

**Time Commitment:** This is a full-time exempt position (40+ hours)

**Compensation:** The salary range is $45,000-$55,000, but may be adjusted beyond that range depending on qualifications and experience.

**Availability:** This position is available January, 2020

**To apply:** Please submit letter of interest, resume, and any links to representative recordings to the Director of Music and Organist, Todd Alexander, at talexander@trinitypca.org or via snail mail:

Trinity Presbyterian Church
Attn: Todd Alexander
1728 South Hull Street
Montgomery, AL 36104