

**Shepherdstown Presbyterian Church – Music Director  
Shepherdstown, WV**

**Position:** Music Director

**Description:** Shepherdstown Presbyterian Church (SPC), located in Shepherdstown, West Virginia (70 miles northwest of Washington, DC) is seeking a part-time (15-20 hours/week) Music Director to coordinate, promote and provide music as an essential part of the worship and community life of the church. This is a 10-month position running concurrent with the school year.

SPC is an inclusive spiritual community, and welcome all who long for meaning, hope, and belonging. Our faith and practice are rooted in the Way of Jesus and are enriched by wisdom from all sources. We are committed to being and becoming a people of radical compassion, working for justice and wholeness in ourselves and in the world. The "core commitments" that guide us are Radical Hospitality, Holistic Spirituality, and Engaged Compassion.

**Job Duties and Responsibilities:** Estimate 15 – 20 hours/week, performing the following duties:

- Work with the pastor to ensure the coordination of all music activities within the church
- Accompaniment
  - Play piano/organ at the 8:30 service and work closely with the 11:00am accompanist to ensure service music, tempos, and timing is understood
  - Coordinate tuning and servicing of pianos and organ, and process payments
- Choir
  - Direct the choir on Sunday 11:00 service, to include a pre-service run through
  - Lead a weekly choir rehearsal
  - Order music within budget for choir and soloists as needed
  - Maintain the music library
- Worship
  - Select music for the instrumental Interlude and choral Offertory each Sunday
  - Provide consultation to the Pastor regarding hymn selections and “sing ability” of any new selections
  - Select, coordinate, and play for special services and/or occasions. Rehearse soloists (instrumental and/or vocal) as needed.
  - Ensure substitute musicians are in place for planned absences.
- Develop musical activities to engage the congregation (optional: handbell choir) with special focus on children and youth

**Knowledge, Skills and Abilities:**

- Advanced technique in choral rehearsal and performance, including providing appropriate vocal modeling
- Understanding of needs and challenges for volunteer singers
- Keyboard skills: ability to play solo music, and parts/accompaniment if needed for choir rehearsal
- Ability to work with minimal guidance and oversight
- Strong people skills, including recruitment for music activities?
- Ability to communicate effectively
- Excellent planning and organizational skills

**Education and Experience:**

- Bachelor’s degree in music performance or music education

**Shepherdstown Presbyterian Church – Music Director  
Shepherdstown, WV**

- Minimum of three years' experience leading a choir and/or music program
- Knowledge of church music preferred

**Benefits:** Allowance for professional development activities

**Salary:** Hourly rate of pay, commensurate with experience

*Interested applicants should send their resume via email to [HR@shepherdstownpresbyterian.org](mailto:HR@shepherdstownpresbyterian.org) or via regular mail to Human Resources, Shepherdstown Presbyterian Church, P.O. Box 268, Shepherdstown, WV 25443*