

**Director of Music**  
**Job Description**  
Grace Church in Salem  
385 Essex Street  
Salem, MA 01970

Grace Church, an Episcopal parish in Salem, Massachusetts, seeks a part-time, year-round Director of Music. The musical tradition at Grace Church is an integral focus of our mission. It is a ministry to which all are called, in whatever capacity they are able. The Director of Music at Grace Church works with the Rector to fulfill this mission; specifically the administration and production of all aspects of music. We offer two services each Sunday at 10:00 a.m. and 4:00 p.m. year round. The 10:00 a.m. service is a sung service of Holy Eucharist and the SATB Parish Choir sings from September through June.

We are looking for a part-time (10 hours per week) Director of Music to:

**Sunday Services**

- Work with the Rector to select anthems appropriate for the season and readings;
- Rehearse and train the Parish Choir from September through June. Weekly rehearsals have traditionally been from 7:30 p.m. to 9:00 p.m. each Wednesday evening, but the Choir can also meet for regular rehearsals after the 10:00 a.m. service on Sunday mornings to accommodate schedules. The Choir also warms up to prepare for the service from 9:15 a.m. each Sunday morning;
- Accompany congregation and choral singing at the 10:00 a.m. service each week in hymns, service music, and psalms (both Anglican Chant and plainsong);
- Prepare two organ voluntaries per week;

**Other Services**

- Prepare and direct the above for Thanksgiving Eve, Christmas Eve, Maundy Thursday, Good Friday, and Easter Vigil; other services, such as Evensongs and Lessons and Carols, may be scheduled depending on availability;

**Administrative**

- Meet with the Rector for one hour each week;
- Keep up the music library.

The annual salary is \$13k–15k based on experience with four weeks of vacation.

Send resume, cover letter, links to your playing (if available), and references to The Rev. Deborah Phillips, Rector, at [gcis1@verizon.net](mailto:gcis1@verizon.net).