Director of Music / Organist–Choirmaster Job Description

Position Overview

Title: Director of Music
Organization Name: St. Mary's Episcopal Church
Location: 258 Concord Street Newton Lower Falls, MA 02462
Job Type: Part-time, Exempt

Hours: 25 hours/week

Salary Range: $44,000-$46,000, commensurate with experience
Benefits: 4 weeks vacation, including 4 Sundays; 5% employer contribution to a 403b, with additional matching available; prorated health care; right of first refusals for weddings and funerals

Start Date: Negotiable, with an ideal start date of January 1, 2027.

Overview

The Director of Music expertly leads the music program with professionalism and care. Saint Mary's 21-rank pipe organ, built by the Noack Organ Company in 1965, was refurbished in 2002. The sanctuary also holds a Steinway Model C grand piano, rebuilt in 2001, that enhances our music program. The Church's wooden interior, with high ceilings and box pews, is acoustically ideal for music and speech.

Position Summary

The Director of Music serves as organist and choirmaster, overseeing all aspects of the music ministry. This role works collaboratively with clergy and staff to plan and lead music for worship and other parish events. This position reports to the Rector.

Primary Responsibilities

- Plan, lead, and provide music for regular worship services
- Direct and rehearse choir and/or instrumental ensembles
- Select music appropriate to the liturgy and season
- Collaborate with clergy and staff on worship planning
- Recruit, train, and support volunteer and paid musicians

Worship Services & Schedule

Regular Services:

- Sundays at 10am (warm-up starts at 9:15a)

Seasonal / Special Services:

- Two services on Christmas Eve
- One additional Holy Week service
- Special Music Sunday (see "Additional Notes" for more details)

Rehearsals:

- Thursdays from 7:30pm - 9pm
- Additional rehearsals on Saturday mornings or after church Sundays for Advent Lessons & Carols, Christmas Eve, Special Music Sunday, and Easter

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Administrative & Program Responsibilities

- Manage music budget in collaboration with church leadership
- Hire and schedule musicians and substitutes
- Maintain music library and equipment
- Oversee instrument maintenance (e.g., organ/piano tuning)
- Keep accurate records and submit payroll information as needed
- Proofread weekly and other bulletins to ensure musical accuracy

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Additional Duties

- Participate in staff meetings
- Occasionally teach, lead workshops, or adult education sessions
- Support broader parish life and community engagement

Qualifications

- Bachelors preferred
- 5 years experience with Episcopal church music or a similar role highly preferred
- Strong proficiency in:
    - Organ and piano

    - Choral directing
- Familiarity with the Anglican-Episcopal liturgical tradition
- Strong organizational and interpersonal skills
- Ability to work collaboratively with clergy, staff, and volunteers

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Application Process

To apply, please submit:

- Resume and cover letter
- Three references

Send applications to:

Contact Name: Maggie Marshall

Email: musicsearch@st-marys-episcopal.org

Phone: 978-618-5852

Application Deadline: November 1, 2026, or until filled

Additional Notes

- Special Music Sunday has traditionally been held during Lent and usually incorporates a Mass setting or other musical piece into the Sunday morning service, and usually includes additional instrumentalists.
- St. Mary's has had a junior choir (grades 2-8) as recently as the 2025-2026 program year. There is an opportunity for further compensation and hours should a children's music program be reestablished in some form or fashion.
- Background check requirements are required of all employees of the Episcopal Church.