Job Description: Coordinator of Liturgical Music, Archdiocese of Baltimore

Archdiocese of Baltimore--Part-time

Reports to: Director, Office of Divine Worship

QUALIFICATIONS:
1. Roman Catholic in sacramental union with the Church.
2. Degree in Music and Liturgy or equivalent experience. Minimum of 3 years-experience in a similar position.
4. Necessary reputation and ability to recruit choral personnel and instrumentalists.
5. Thorough knowledge of choral directing, teaching and implementation various instrumental and choral combinations.
7. Knowledge of Roman Catholic liturgy and various styles and periods of liturgical music.
8. Proficiency as an organist or pianist and knowledge of other musical instruments for liturgical use.

DUTIES & RESPONSIBILITIES:

Liturgical Formation
1. Under the supervision of the Director of the Office of Divine Worship, the Coordinator for Liturgical Music will select and/or approve liturgical music for all Archdiocesan celebrations and other liturgies as requested by the Office of the Archbishop.
2. Assist the Director of the Office of Divine Worship in organizing and facilitating meetings and activities of the Archdiocesan Music Commission.
3. Recruit musicians for Archdiocesan liturgies on an ongoing basis.
4. Coordinate liturgical choirs/ensembles that represent the wide cultural diversity in the Archdiocese of Baltimore. Prepare and run regularly scheduled rehearsals.
5. Organize and maintain Archdiocesan music library.
6. Provide specific training and preparation of individual cantors, accompanists and other instrumentalists for Archdiocesan liturgies.
7. Update and maintain contact databases for all music ministers in the Archdiocese.
8. Submit plans for review by the Office of Divine Worship for final approval by the Archbishop.

Budget & Administration:
1. Develop and maintain a budget for the Archdiocesan music program.
2. Negotiate contracts, including payment arrangements with instrumentalists, section leaders, and vocal soloists as required.

Relationships:
1. Develop and maintain a positive rapport with pastorate/parish Directors of Music Ministry.
2. Foster and maintain strong relationship with the Office of Divine Worship, the Office of the Archbishop and pastoral and musical employees of the Cathedral and Basilica.
2. Work in collaboration and consultation with the Liturgical Music Committee of the Archdiocese.

Accountability: The Coordinator reports directly to the Director of the Office of Divine Worship.

PLEASE SEND RESUMES TO: Julie Grace Males, Director
Office of Divine Worship
Archdiocese of Baltimore
320 Cathedral Street
Baltimore, MD 21201