Posting Music Jobs

A resource for Music Directors, Pastors and Search Committees in the Archdiocese of Baltimore.
Posting an Available Church Music Job in the Baltimore Archdiocese; A resource for Music Directors, Pastors and Committees.

One of the (hopefully) least frequent tasks we have to do in the church is advertise for and hire a musician. And as tedious as it may be, it is very important that we take this very seriously as an opportunity for growth in our musical, liturgical and communal lives.

Being such an infrequent task, however, it usually leaves us with questions as to where and how to advertise. My goal with this document is to create a somewhat comprehensive list of local and in some cases national resources for posting a job opening. The list is not exhaustive and I cannot emphasize enough the power of getting the word out in your own community and peer groups as well as the enormous effect that simple word of mouth has on finding potential candidates.

Some of these groups also may have their own requirements, suggestions or even fees. Contact them first and inquire whether or not you can send them a listing.

When creating a job posting, take a look at other postings out there to get some idea of what you should include. But start with the basics: Duties/Responsibilities and Qualifications. Be as specific as possible:

- What day of the week are rehearsals?
- How many hours does the position entail? (Hours include but not limited to: weekend Mass(s), rehearsals, meetings individual music practice, music selection, music preparation, library maintenance, scheduling, communication, managing budget, etc.)
- What is the salary? Is it negotiable and is the person eligible for benefits?

And don’t forget about these:

- Start date when the position becomes available
- Contact information, where to send resumes, etc.
- Tell the organization showing your posting when the job has been filled

Keep in mind that this is not a complete list of resources; there are certainly other places to search for a prospective music minister and you should avail yourself of all possibilities.

If you have a resource not listed and would like to include it, or would like to suggest a correction please contact Stephen Lay at: slay@res-ec.org
Professional Music Organizations

National Association of Pastoral Musicians (NPM)
Contact Kathleen Haley: haley@npm.org
Fee: $75/member, $100/non member, for two months
More information:
http://www.npm.org/Membership/hotline.html#Fees

National Association of Pastoral Musicians (NPM)
Baltimore Chapter
Regularly posts job positions on their website:
www.npmbalt.org
Contact Tom Bozek, chapter president:
tbozek@immaculateheartofmary.com

NPM DC chapter
Publishes a monthly newsletter which includes a listing of available positions.
Contact Charlene Dorian, chapter president:
mcdorrian@yahoo.com

American Guild of Organists (AGO)
Publishes available positions on their website and newsletter.
Visit the following link for instructions:
https://www.agohq.org/careers/positions-available/
$75 for first month, $95 for two months

Baltimore Archdiocese

Archdiocesan internal postings
Send to Regina McCurdy in Human Resources:
rmccurdy@archbalt.org

Archdiocesan Bulletin
The Archdiocesan Bulletin is sent electronically to all parishes in the Archdiocese.
Contact Sean Caine: SCaine@archbalt.org
Or follow this link to submit a bulletin item:
http://www.archbalt.org/news-events/bulletins/submit-bulletin.cfm
Peabody Institute
Music Entrepreneurship and Career Center
They publish a listing of available jobs on their website:
http://www.peabody.jhu.edu/conservatory/mecc/jvb/church.html
Please refer to their instructions and send job listing to:
mecc@jhu.edu

University of Maryland College Park School of Music
Will post a hard copy of your listing on the school’s bulletin board.
Contact Jeannette Oliver at: jlo@umd.edu

Towson University School of Music
Will post a hard copy of your listing on the school’s bulletin board.
Contact Michael at: mdecker@towson.edu

Loyola University Maryland, The Career Center
Submit a short statement to Mary DeManss
410 617-2692 (Direct dial)
mdemanss@loyola.edu

The Catholic University of America
Benjamin T. Rome School of Music
Will post a hard copy of your listing on the school’s bulletin board.
Send your listing to: cua-music@cua.edu
202-319-5414

Howard County Community College
Please include the following information: Name of Employer, Contact Person and Information, An Organization Website, Position Title, Job Description, Position Requirement, Salary Information
Hsien-Ann Meng
Hmeng@howardcc.edu
443-518-4107
Other Resources

Catholic Review
You may purchase an ad within the Catholic Review
Follow this link for more information.
http://www.catholicreview.org/Advertise.aspx
Prices vary

Catholic Jobs .com
A website where you can advertise your position.
Sign up, submit and pay for your ad here:
www.Catholicjobs.com
Cost: $29

Catholic Source
A website where you can advertise your positions.
Sign up, submit and pay for your ad here:
http://www.catholicsource.org
Cost: $30

American Guild of Organists
Salary Guide
https://www.agohq.org/careers/salary-guide/

National Association of Pastoral Musicians
The Director of Music Ministries in the Parish: Work and Remuneration
http://www.npm.org/Sections/DMMD/salaryguidelines.htm