



1121 – 14th Ave SW, Calgary, AB T2R 0P3
www.ststephensyc.org

Position Description

Music Director Position – July 2025

Reports to the Rector

Position Summary

St. Stephen's Anglican Church is a welcoming and diverse Christian community at the heart of Calgary's Beltline neighbourhood. We seek a part-time, contract Music Director to join us this fall. Working under the direction of the Rector, you will lead a dynamic music ministry. We have a vocal choir, a grand piano and a three-manual Casavant pipe organ with 27 ranks. Experience with Anglican, Roman Catholic, or Lutheran liturgies and a music diploma or degree are desirable.

Please forward a resume with a covering letter and three references to ststephenscalgarystaffposition@gmail.com by **Monday, August 18**. Note that we will be reviewing applications in late August and early September on a rolling basis until the position is filled. If you are selected for an interview and audition, we will be in touch with more information no earlier than late August.

Qualifications

- Excellent piano and choral coaching skills; Preferred qualifications - Additional proficiency in organ
- Familiarity with traditional and contemporary sacred music and hymnody
- Skill in choral direction and volunteer motivation
- Ability in managing congregational music program
- Familiarity with the Anglican ethos a plus

Job-specific Characteristics

- Musical and pedagogical talent
- Excellent relational and communication skills
- Collaborative spirit and positive attitude
- Strong organizational and managerial skills

Position Dimensions

Works with Rector to Implement Music Program

Includes but is not limited to:

- Meets with the Rector (or Clergy) monthly (or more frequently as needed) to select music for regular worship and special services (including festivals, weddings, and funerals/memorials)
- Supports the philosophy of the parish's music program (for example, a blend of traditional and contemporary hymnody, and music that connects to different age groups and/or cultural experiences within the parish)
- Secures festival and replacement musicians and choir directors as necessary

Directs Congregational Music Program

Includes but is not limited to:

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- Encourages music appreciation among the congregation and assists them in becoming acquainted new hymns, etc.
- Plays the piano, organ and/or any other approved music instrument at services
- Trains and directs the vocal choir in rehearsals and performances; recruits new members into the choir
- Manages the annual music budget
- Oversees the music library and arranges sheet music orders
- Submits a detailed proposal for any new music program (such as a children's choir, handbell choir or a concert series, etc.) to the Parish Corporation

Promotes and Music Program Outreach

Includes but is not limited to:

- Plans musical events and participates in the musical life of the wider community – e.g. Advent Lessons and Carols, Concerts on the Grass (summer), etc.
- Fosters the interest of the wider community in St. Stephen's music program
- Invites music groups from the wider community into the church for performances

Acts as Custodian of Music Program

Includes but is not limited to:

- Coordinates, with the support of the Manager of Operations, the regular tuning and maintenance of the church's musical instruments and other equipment within budget guidelines
- Regulates the use of the church's musical instruments by outside musicians
- Arranges for safe storage and organization of music supplies, music library, etc.

Carries out Other Duties

Includes but is not limited to:

- Prepares content for publicity and information notices in church publications including the e-Newsletter, social media channels and website
- Provides written reports as requested by the Rector or Corporation

Compensation

- Compensation \$25,000 - \$30,000 annually, commensurate with skills and experience
- Compensation for weddings and funerals is \$300 per service
- 11-month contract, renewed annually, with one month of unpaid vacation in the summer (your choice of July or August)
- An option for up to 4-5 unpaid Sundays during the program year, with approval of the Rector during non-peak times in the church's life
- This position is expected to average between 10 to 15 hours per week (includes Sunday pre-rehearsal and service, weekly choir rehearsal, practice and administrative time), with the possibility of additional hours during certain seasons of the church year (e.g., leading up to Advent Lessons and Carols, Christmas, Holy Week and Easter)