

Position Description – Interim Choir Director
September 2026 - June 2027, updated April 23, 2026

Summary

The Interim Choir Director is responsible for the continued training, development, and conducting of the RUC (Rosedale United Church) Choir, which consists of eight paid leads and 12 volunteers, at their rehearsals and in choir services throughout the church season. Because volunteers are of all levels and the choir performs weekly, as part of their rehearsal style, the Interim Choir Director is responsible for including organic educational experiences as they arise in rehearsal and for explaining “how” to make a change in vocal performance/production. The Interim Choir Director is also responsible for maintaining a friendly environment of fellowship and camaraderie throughout the rehearsal process and the greater choral season. The Interim Choir Director reports to the Interim Music Administrator for day-to-day operations and to the Minister for Worship and Spiritual Care for worship and church operations as a whole. Additionally, they work closely with the Organ Scholar (and the Organ Scholar’s Mentor when necessary), Paid Leads, Choir Volunteers, Office Manager, and Facilities Coordinator.

Key Responsibilities

- In partnership with the Interim Music Administrator (a long-time choir lead), select choral music six-eight weeks in advance for regular services, and eight-12 weeks in advance for special services/concerts (a past repertoire list will be provided).
- Oversee artistic and professional performance of paid leads and report any missed or tardy calls to Interim Music Administrator.
- Ensure that acting choir accompanist (either Guest Organist or Organ Scholar, as determined in consultation with Organ Scholar) has accompaniment assignments at least four weeks in advance for medium-to-easy difficulty leveled pieces set to piano, and work with Organ Scholar to determine feasibility of organ and difficult piano accompaniments six to eight or more weeks in advance.
- Plan support and rehearsal requirements with Interim Music Administrator in advance when working with a Guest Organist
- Rehearse and direct Christmas and Easter Pop-Up Children’s Choirs.
- Work with RUC Interim Music Administrator as well as Metropolitan Silver Band Director in music selection and presentation of Annual Christmas Carol Sing-A-Long.
- Design and run four-six, 1-hour group singing/reading tutorials for volunteer singers throughout the season (most commonly held from 12:00-1:00 p.m. after church on Sundays).
- Oversee and update Adult and Children Choir Google Drives including recording and uploading parts for any new repertoire.
- Oversee Adult and Children Choir physical music (including both repertoire as well as necessary liturgical music copying) and choir cart with assistance from Organ Scholar and Interim Music Administrator.
- Submit end-of-term reports in January and June to Music Administrator

Additional Duties may include:

- Assistance with choir library management.
- Attend occasional social events, such as coffee hour following church service, as well as occasional choir parties.
- Assist Interim Music Administrator in procuring emergency substitutes for Paid Leads or Interim Choir Conductor.

Work Environment & Schedule

This interim position has a flexible start date for lesson planning in late August of 2026 ahead of the first choir Sunday on September 20th. The final choir service of the 2026/2027 season is June 13, 2027. See page 3 onward of Job Description for a complete list of dates and commitments.

This is an in-person position that requires Sunday morning attendance (approximately 9:00 –11:45 a.m.) and participation in designated evening rehearsals or special events as scheduled (see attached schedule). Additional time is required for personal practice and preparation. Weekly calls may vary from zero to five depending on the liturgical calendar and musical programming.

The Choir Director will also participate in additional events, including seasonal services (e.g., Christmas Eve, Holy Week), and provide four-six 1-hour group singing/reading tutorials for volunteer singers throughout the season (most commonly held 12:00 to 1:00 p.m. after church on Sundays).

Dress Code

- During regular operating hours, dress code is business casual. A collared shirt/golf shirt and nice jeans/pants are preferred.
- When working on Sundays or for special events/concerts, funerals/weddings, rentals, etc., staff are expected to wear appropriate attire i.e. business appropriate shoes, pants (not jeans), and a collared shirt or equivalent as approved by the Minister for Worship and Spiritual Care.

Education & Experience

- Enrolled in or recently completed a music program with a focus on choral conducting with a preference for a completed Masters in Choral Conducting.
- Demonstrated proficiency in community leadership and supportive pedagogical approach.
- Familiarity with liturgical choral repertoire preferred.
- Past-experience with church leadership will be considered an asset.

Skills & Abilities

- Musical proficiency.
- Ability to read and prepare choral rehearsal plans and scores.
- Keyboard skills are an asset.
- Professionalism, punctuality, and reliability.
- Clear communication and ability to collaborate effectively with clergy, staff, choir leads, and volunteers.
- Strong organizational skills and attention to detail.

Additional Requirements

- After a one-on-one interview, final candidates will be invited to complete a short audition with the RUC Choir.
- Successful completion of a Vulnerable Sector Check (required).
- Commitment to uphold the values and mission of Rosedale United Church and The Rosedale Centre.

Employment Terms and Compensation

- Job Type: Part-Time 9-month contract from late-August 2026 through June 13, 2027 (maternity/parental leave coverage), primarily onsite
- Schedule: zero-five musical calls per week plus appropriate administration supporting these musical activities (refer to attached schedule)
- Total Contract Compensation: commensurate with experience and skills within range of \$11,000-\$13,500 (spread over eighteen equal monthly payments)
- Pension and Benefits: No

RUC Interim Choir Director 2026/2027 Proposed Call Schedule

Does not include required four-six group sessions with volunteers

** in notes indicates event requiring more than one anthem*

Week	Day of week	Date	time	Interim Choir Director commitments	Notes
Aug 23-29				no rehearsals/services, pre-season planning	
Aug 30- Sept 5				no rehearsals/services, pre-season planning	
Sept 6 - 12				no rehearsals/services, pre-season planning	
Sept 13 - 19				no rehearsals/services, pre-season planning	
Sept 20-26	Sunday	20-Sep	9-11:45 am	Sun choir rehearsal and service	
Sept 27 - Oct 3	Sunday	27-Sep	9-11:45 am	Sun choir rehearsal and service	
Oct 4 - 10	Sunday	4-Oct	9-11:45 am	Sun choir rehearsal and service	
Oct 11 - 17	Sunday	11-Oct		off	Thanksgiving
Oct 18- 24	Sunday	18-Oct	9-11:45 am	Sun choir rehearsal and service	
Oct 25- 31	Sunday	25-Oct	9-11:45 am	Sun choir rehearsal and service	
Nov 1 - 7	Sunday	1-Nov	9-11:45 am	Sun choir rehearsal and service	
Nov 8 - Nov 14	Sunday	8-Nov	9-11:45 am	Sun choir rehearsal and service	*Remembrance

	Thursday	12-Nov	7:15-9:15 pm	thursday choir rehearsal	
Nov 15 - 21	Sunday	15-Nov	9-11:45 am	Sun choir rehearsal and service	
	Sunday	15-Nov	12:00-1:00 pm	Children's Nativity Choir practice	
	Thursday	19-Nov	7:15-9:15 pm	thursday choir rehearsal	
Nov 22-28	Sunday	22-Nov	9-11:45 am	Sun choir rehearsal and service	
	Sunday	22-Nov	12:00-1:00 pm	Children's Nativity Choir practice	
	Thursday	26-Nov	7:15-9:15 pm	thursday choir rehearsal	
Nov 29 - Dec 5	Sunday	29-Nov	9-11:45 am	Sun choir rehearsal and service	Advent 1
	Sunday	29-Nov	12:00-1:00 pm	Children's Nativity Choir practice	
	Thursday	3-Dec	7:15-9:15 pm	thursday choir rehearsal	
Dec 6 - 12	Sunday	6-Dec	9-11:45 am	Sun choir rehearsal and service	Advent 2
	Sunday	6-Dec	12:00-1:00 pm	Children's Nativity Choir practice	
	Tuesday	8-Dec	5:00-10:00 pm	full choir - Xmas singalong	*Sing-A-Long
	Thursday	10-Dec	7:15-9:15 pm	thursday choir rehearsal	
Dec 13-19	Sunday	13-Dec	9-11:45 am	Sun choir rehearsal and service	Advent 3
	Sunday	13-Dec	12:00-1:00 pm	Children's Nativity Choir practice	
	Thursday	17-Dec	7:15-9:15 pm	thursday choir rehearsal	
Dec 20 - 26	Sunday	20-Dec	9-11:45 am	Sun choir rehearsal and service	*Advent 4 - lessons&carols

	Sunday	20-Dec	12:00-1:00 pm	Children's Nativity Choir practice	
	Thursday	24-Dec	4:00-6:15 pm	octet + Children's Nativity Choir	*Christmas Eve 5 PM
		24-Dec	9:00-11:30 pm	full choir	*Christmas Eve 10 PM
2027					
Jan 3 - 9				off	
Jan 10-16				no rehearsals/services, pre-season planning	
Jan 17-23				no rehearsals/services, pre-season planning	
Jan 24-30	Sunday	24-Jan	9-11:45 am	Sun choir rehearsal and service	
Jan 31 - Feb 6	Sunday	31-Jan	9-11:45 am	Sun choir rehearsal and service	
Feb 7-13	Sunday	7-Feb	9-11:45 am	Sun choir rehearsal and service	
	Thursday	11-Feb	7:15-9:15 pm	thursday choir rehearsal	
Feb 14-20	Sunday	14-Feb		off	Lent 1, Fam-Day weekend
	Thursday	18-Feb	7:15-9:15 pm	thursday choir rehearsal	
Feb 21-27	Sunday	21-Feb	9-11:45 am	Sun choir rehearsal and service	Lent 2
	Sunday	21-Feb	12:00-1:00 pm	Children's Easter Choir practice	
	Thursday	25-Feb	7:15-9:15 pm	thursday choir rehearsal	
Feb 28-Mar6	Sunday	28-Feb	9-11:45 am	Sun choir rehearsal and service	Lent 3
	Sunday	28-Feb	12:00-1:00 pm	Children's Easter Choir practice	
	Thursday	4-Mar	7:15-9:15 pm	thursday choir rehearsal	

Mar 7-13	Sunday	7-Mar	9-11:45 am	Sun choir rehearsal and service	Lent 4
	Sunday	7-Mar	12:00-1:00 pm	Children's Easter Choir practice	
	Thursday	11-Mar	7:15-9:15 pm	thursday choir rehearsal	
Mar 14-20	Sunday	14-Mar	9-11:45 am	Sun choir rehearsal and service	Lent 5
	Sunday	14-Mar	12:00-1:00 pm	Children's Easter Choir practice	
	Thursday	18-Mar	7:15-9:15 pm	thursday choir rehearsal	
Mar 21-27	Sunday	21-Mar	9-11:45 am	Sun choir rehearsal and service	Lent 6/Palm Sunday
	Sunday	21-Mar	12:00-1:00 pm	Children's Easter Choir practice	
	Thursday	25-Mar	7:15-9:15 pm	thursday choir rehearsal	
	Friday	26-Mar	9-11:45 am	choir rehearsal and service	*Good Friday
Mar 28 - Apr 3	Sunday	28-Mar	9-11:45 am	Sun choir rehearsal and service	*Easter Sunday
Apr 4-10	Sunday	4-Apr	9-11:45 am	Sun choir rehearsal and service	
Apr 11-17	Sunday	11-Apr	9-11:45 am	Sun choir rehearsal and service	
Apr 18-24	Sunday	18-Apr	9-11:45 am	Sun choir rehearsal and service	
Apr 25 - May1	Sunday	25-Apr	9-11:45 am	Sun choir rehearsal and service	
May 2-8	Sunday	2-May	9-11:45 am	Sun choir rehearsal and service	
May 9-15	Sunday	9-May	9-11:45 am	Sun choir rehearsal and service	
May 16-22	Sunday	16-May	9-11:45 am	Sun choir rehearsal and service	
May 23-29	Sunday	23-May		off	Victoria Day weekend

May 30 - Jun 5	Sunday	30-May	9-11:45 am	Sun choir rehearsal and service	
Jun 6 - 12	Sunday	6-Jun	9-11:45 am	Sun choir rehearsal and service	
Jun 13-19	Sunday	13-Jun	9-11:45 am	Sun choir rehearsal and service	Final day