

WHITE MEMORIAL PRESBYTERIAN CHURCH

ASSOCIATE DIRECTOR OF MUSIC

Reports to: Director of Music
Directly Supervises: N/A
Status: Full-time
FLSA: Exempt

Job Description:

The Associate Director of Music at White Memorial Presbyterian Church (WMPC) is one of five music staff (three full-time, two part-time). The Associate Director of Music has responsibilities for worship planning, organ and piano leadership in worship, choral and handbell ensembles, and music program administration. The Associate Director of Music works with and reports to the Director of Music, and also works with the Associate Director of Music and Liturgical Arts, the Director of Children's and Youth Music, and the Music Administrative Assistant. The Associate Director of Music also has direct responsibility for Sanctuary music during the summer months. The integration of music and liturgy has a long and vibrant history in the worship life of WMPC, and the music staff is a collaborative and creative team.

Essential Functions:

- Share in worship planning alongside music and pastoral staff – primarily for Sanctuary services (9:30 and 11:00, Sunday mornings) but also in conversation with planning for 10:45 OnPoint service.
- Shared role as organist/pianist for Sanctuary services alongside Director of Music for Sunday worship as well as special services (All Saints, Advent/Christmas, Lent/Easter, etc.).
- Shared role leading Adult Choir alongside Director of Music.
- Serve as primary Sanctuary musician during the summer months, which will include administrative and coordinating functions for events that have a music component.
- Accompany and/or direct children's and/or youth choirs for rehearsals and/or worship as needed.
- Direct Handbell Choir.
- Serve as primary organist for weddings and funerals.
- Assist as needed in OnPoint worship (piano, etc.).
- Facilitate and nourish community not only within the church's musical ensembles, but among the congregation of WMPC.
- Maintain a high level of communication with colleagues and collaborators.
- Maintain a schedule of office hours allowing for routine interface and collaboration with colleagues and staff.

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- Assist Director of Music with organ/piano maintenance, other instrument maintenance, music library, and music spaces.
- Handle reasonable physical tasks, such as rearranging chancel furniture.
- Attend weekly worship planning and music staff meetings, staff planning retreats, and monthly full staff meetings.
- Participate in activities of the wider church as appropriate, (e.g. Presbyterian Association of Musicians and their annual Worship and Music conference).
- Participate in continuing education on an annual basis with guidance from the DOM.
- Serve as music staff liaison to volunteer committees as needed, such as Sounds on Oberlin.
- Attend Worship Committee and/or other congregational meetings as needed.
- Other activities or responsibilities assigned by the Director of Music as needed.

Minimum Qualifications:

- Bachelor's degree in a related field (e.g. organ performance, choral conducting, church music) or commensurate experience.
- Minimum 3-5 years' experience in church music employment.
- Be a person of strong faith who will strive to integrate music into the worship and life of the church community in ways that deepen and broaden faith in a PCUSA tradition.
- Strong musical skills as an organist.
- Experience in choral rehearsal and leadership.

Preferred Qualifications:

- Advance degree in a related field.
- Strong experience in worship planning.
- Experience in leading handbells.
- Ability to model good vocal technique.
- Ability to start by late-April/early-May 2026.

Core Competencies:

- Artistry and accuracy as a keyboard musician for worship.
- Strong theological attentiveness to textual, pastoral, and congregational needs of music for worship.
- Ability to accompany and lead congregational song in ways that are encouraging and creative.
- Ability to lead worship music's different layers: congregational song, organ literature, transitions/improvisations/etc.
- Willingness and comfort in working with children and youth, including a commitment to organizational policies around child safety.

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- Ability and desire to identify, recruit, and support volunteers from the church community to share their talents in the music ministry.
- Organizational and leadership skills in rehearsals, planning, and resources.
- Ability and desire to work as a colleague and team player and to take direction.
- Strong administrative skills, including project, time, and volunteer management.

Application Materials Requested:

- Resume
- Cover Letter
- Samples of work with leading choirs and/or playing organ service music, if available.

Deadline to Apply:

- Applications encouraged by March 6, 2026.

Send application materials to: jobs@whitememorial.org.

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