Clark Atlanta University
Job Description

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Director of Music (Part-time)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Office of Spiritual Life and Engagement</td>
</tr>
<tr>
<td>Reports To:</td>
<td>Dean</td>
</tr>
</tbody>
</table>

The following statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

General Function (Description):

The music director’s responsibilities include holding auditions, creating and maintaining rehearsal schedules, selecting music, delegating tasks, encouraging leadership among student choir members, and remaining updated on developments in the music industry. Also, be able to work with young adults, professionals with various musical backgrounds, and clearly communicate departmental vision.

Examples of Duties and Responsibilities:

- Understanding the specifications and constraints of a platform and working with available resources to plan performances.
- Holding auditions for new musical talent and assigning parts to different musicians.
- Assessing the rhythm, tone, voice, and skills of each musician and developing a good understanding of their individual abilities.
- Providing vocal and instrumental demonstrations where necessary.
- Participating in worship planning to ensure harmony in worship experience.
- Selecting music as related to worship planning, community needs, student ability.
- Leading and supervising rehearsals and performances.
- Arranging regular maintenance for all musical instruments.
- Staying up-to-date on developments and trends in the music industry.
- Providing recommendations of additional musicians, equipment needed to offer high-quality worship experience.
- Works well with others and understands roles of Dean of Spiritual Life and Engagement and student leaders in worship planning.
- Coordinates with other Choir Directors for Possible Collaborations during Academic Year.

Knowledge, Skills and Abilities

- Proven ability to direct a choir.
- Excellent knowledge of music techniques, theory, and performance.
• Great organizational, interpersonal, and communication skills.
• Ability to relate to young adults
• Strong leadership, time management, and multitasking abilities.
• Ability to give clear instructions and make decisions under pressure.
• Proficient in at least one performance area, such as keyboard, organ, choral or voice
• Willingness to travel and availability of reliable transportation
• Experience in vocational church worship leadership

Minimum Hiring Standards

<table>
<thead>
<tr>
<th>Education</th>
<th>Bachelor of Arts degree, or comparable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Years of Experience Required</td>
<td>10+ years of proven worship experience</td>
</tr>
<tr>
<td>Years of Management/Supervisor Experience</td>
<td></td>
</tr>
</tbody>
</table>