



Saint Paul's Church, Harvard Square <https://www.stpaulsharvardsquare.org>

Saint Paul's Choir School <https://www.saintpaulschoirschool.us>

ASSOCIATE DIRECTOR OF MUSIC

QUALIFICATIONS	Bachelor's degree in a music-related field; DMA/FAGO-level organ playing, with commensurate choral training skills and experience.
HIERARCHY	Reports to the Director of Music; ultimately reports to the Pastor.
SALARY	\$60,000-80,000, commensurate with experience; generous benefit package including health insurance, dental insurance, group life insurance, and retirement fund contribution.

SUMMARY

Located in the heart of bustling Harvard Square, Cambridge, MA, Saint Paul's church has been a beacon of traditional Catholic liturgy and worship for over a century. Renowned for its superb acoustics, the church frequently hosts concerts by such famed groups as the Tallis Scholars, Stile Antico, and the Vienna Boys Choir. The parish is home to Saint Paul's Choir School, a day school educating boys in grades 3 to 8 and the only all-boys Catholic choir school in the USA. SPCS provides world-class academic and musical education to the 20 boy Choristers who sing in the Saint Paul's Choir, the premier Catholic choir of men and boys in the country, as well as Pre-Choristers (Choristers in training), and Music Scholars (boys with changing voices). The choirs sing daily Masses and undertake regular concert performances, recordings, broadcasts, and tours.

Repertoire is drawn from the finest Catholic liturgical traditions including Gregorian chant, hymnody, Renaissance Masses and motets, and from the Anglican choral tradition. The Choir has recently produced three highly successful commercial recordings, distributed via Universal, Sony Classical, and Sophia, with the goal of further projects. St. Paul's Catholic Community (which includes the parish, the Choir School, and the Harvard Catholic Center) recently launched a multi million dollar capital campaign, a portion of which will be devoted to the significant needs of the main organ in the church and to our choral foundation. The community is home to other fine instruments, including an 1855 George Stevens chamber organ in the church and several practice organs and a Steinway grand piano in the Choir School. The Boston area also possesses some of the finest instruments in the country, and Saint Paul's enjoys a close working relationship with Harvard University.

The position of Associate Director of Music, with responsibilities divided between the Parish and the Choir School, requires an exceptional organist and choral director who can provide outstanding liturgical organ playing (including choral and congregational accompaniment, organ works, and improvisations); train the Pre-Choristers and Music Scholars; recruit, train, and direct the Parish Choir (formed of excellent adult volunteers with four paid section leaders), teach music theory, share in the administrative workload of the department, and teach private organ lessons to certain pupils. The Associate Director of Music will also collaborate with the Director of Music and private piano and voice instructors to develop and

implement a world-class music curriculum. Ample time is set aside for organ practice. Some flexibility can be granted to accommodate a recital career and other complementary performance activities.

MAIN DUTIES & RESPONSIBILITIES

- Accompany the Choristers in choral Mass at Noon on Tuesdays, Wednesdays, Thursdays, and Fridays, at Choral Vespers on Thursdays.
- Accompany the full Choir on Sundays at 11:00 AM, and for all concerts, broadcasts, tours, special services, and recordings.
- Rehearse and/or direct the Choir in the absence of the Director of Music.
- Recruit, train, and direct the Parish Choir at Mass on Sunday at 9:30 AM (accompanied by the Organ Scholar(s)) and at occasional special services like Advent Lessons & Carols.
- Train the Pre-Choristers daily; attend and assist with Chorister and Schola rehearsals as needed.
- Teach select music history, composition, and theory classes (using the Associated Board of the Royal Schools of Music syllabus).
- Manage the production of worship materials, the choir library, and other administrative tasks, in collaboration with the Music Administrator and under the direction of the Director of Music.
- Play for weddings and funerals; contract substitute organists as necessary.
- Serve as manager and mentor to the Organ Scholar(s).

DESIRABLE QUALIFICATIONS & PERSONAL ATTRIBUTES

- DMA/FAGO-level organ playing, with commensurate choral training skills and experience.
- Knowledge and understanding of Catholic liturgical traditions and customs.
- Well organized, able to multitask and work effectively in a busy, dynamic environment.
- Excellent oral, written, and interpersonal communications skills.
- Ability to handle confidential, sensitive, timely and critical matters requiring good judgment, tact, respect, and discretion.
- Ability to anticipate needs and establish priorities.
- Willingness to support the mission of the Catholic Church.

REMUNERATION & HOLIDAYS

- Annual salary of \$60,000-80,000, commensurate with experience; generous benefit package including health insurance, dental insurance, group life insurance, and retirement contribution.
- Four weeks of vacation are provided during the summer, two weeks after Christmas, and a week after Easter.
- Weddings, funerals, organ lessons, and certain concert activities are remunerated separately.
- Mondays are usually completely free from Parish and School duties; candidates will appreciate that their work life will be considerably more busy during term time than during school holidays.

APPLICATION PROCEDURE

Please apply by email to music@saintpaulschoirschool.us with an application letter addressed to Brandon Straub, Director of Music, that explains your rationale in applying for this position, a CV/resumé, three references, and links to recordings (video preferable) that demonstrate your organ skills as a soloist, accompanist, and liturgical player (if possible). All appointments are subject to CORI clearance, and Virtus training in Child Protection. Any questions may also be sent to this email address. International candidates will be actively considered.

Closing date: May 6, 2024, with in-person interviews to follow in May.

Starting date: summer 2024 (negotiable).

April 16, 2024