



POSITION DESCRIPTION

POSITION TITLE Director of Music

EMPLOYER The Church of St. Paul | Harvard Square, Cambridge

OVERVIEW OF QUALIFICATIONS Doctorate in Organ Performance and expertise in children's and adult choral conducting; FRCO, FAGO/ChM; standard equivalent

ABOUT ST. PAUL'S

Located in the bustling heart of Harvard Square, 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 regularly hosts concerts by the Tallis Scholars, Stile Antico, and the Boston Early Music Series. 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 45-50 boys of whom 20-25 are boy Choristers who sing in the Saint Paul's Choir, the premier Catholic choir of men and boys in the country, as well as 10 to 15 pre-choristers (Choristers in training), and 10 to 15 boys with changing voices (Music Scholars). The choirs sing daily Masses, and undertake regular concert performances, recordings, broadcasts, and tours. Saint Paul's enjoys a close working relationship with Harvard University, Boston Symphony Orchestra and other like organizations.

The liturgical program features a rich repertoire of music at Sunday liturgies. Repertoire is drawn from the finest Catholic liturgical traditions including Gregorian chant, hymnody, Renaissance Masses, and motets, and often draws from the Anglican choral tradition. The Choir has recently produced a wonderfully reviewed commercial recording featuring the music of Gabriel Fauré, which followed two previously highly successful recordings distributed via Universal and Sony Classical. The church will soon launch a \$35-million capital campaign, a significant part of which will be devoted to updating and renewing the organs of the church, and to maintaining our choral foundation in perpetuity as well as the installation of the recently acquired Hook & Hastings organ formerly located in the Church of the Immaculate Conception in the South End of Boston. The community has 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.

ABOUT THE DIRECTOR OF MUSIC ROLE

The position of Director of Music (DOM), with responsibilities in both the St. Paul Parish and the Choir School, is responsible for oversight of all music education and programming for liturgies and

other events at the parish, the school, and their extended world-wide community.

This role demands a visionary who can provide extraordinary music formation, elevate and steward the Choir of Men and Boys, and engage students in a centuries-old choral tradition that builds determination, excellence, and discipline. The DOM will be a person of integrity, an inspiring leader and advocate who builds upon the school and parish's institutional ethos in order that the community of faith might continue to grow as a center of piety, learning and culture.

St. Paul's Parish and St. Paul's Choir School are collaborative, hard-working, and supportive environments that emphasize the dual mission of serving God through musical excellence and providing rigorous academic training for our students. The school has recently celebrated its 60th anniversary and the Choir is at an inflection point with an opportunity to expand its reach to uplift hearts and spirits literally around the globe, and at the same time draw students and patrons alike to support the long-term sustainability of the school and music programs.

There have only been 4 Directors of Music since the inception of the Choir School. The right candidate for this role will be motivated to build the program and create a sustainable future as part of a long-term vision for the success of the School and the Parish Music Program, leading and collaborating with the many team members who further the mission of the school. The DOM will have a passion for the mission of St. Paul's Parish, St. Paul's Choir School, for Catholic education, for Music and the Arts with a special dedication and enthusiasm for teaching and learning for boys. The DOM will exercise collaboration with all faculty and staff at St. Paul's Choir School, the Harvard Catholic Center, and St. Paul Parish.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Overall leadership

- In consultation with the pastor, provide oversight of all music programming for liturgies and other events
- Evaluate continually and redesign where appropriate all aspects of the music program's collateral
- Organize and administer the various ancillary music programs, including Organ Scholar and Choral Scholar Development Programs.
- Plan monthly music lists including hymns, Mass parts and choral music in collaboration with music staff
- Direct and conduct all liturgical music rehearsals and performances of the Choir of Men and Boys including Vespers, Mass, Holy Week, Christmas, and other celebrations
- Administrate the process of choosing music for weddings and funerals
- Oversee the maintenance of the Organs and the pianos

Oversee Parish and School music programming

- Provide leadership in the positioning and strategic promotion of the parish, school and their music programs
- Engage in advancement efforts and lead advancement projects related to specific music program needs
- Work closely with Head of School and Advisory Board to monitor music

- programs progress towards agreed upon goals
- Serve as a member of the Parish and School leadership teams and prepare for/participate in weekly management team meetings
- Provide an example of leadership and professionalism which insures that the school's mission and vision are observed in all aspects of the school program

Choir School Music Formation

- Train and direct the Choristers during twice daily rehearsals, Mass Tuesday-Friday, Choral Vespers as planned and Sunday Mass at 11:00
- Actively engage in the enrollment efforts including auditioning prospective students; participate on admissions committees and provide input to decisions regarding admissions, musical potential, financial aid, and scholarships; participate as needed in communicating decisions to families.
- Direct and accompany the Choral Scholars in occasional Masses
- Oversee the teaching of music theory to all students using the curriculum published by the Associated Board of the Royal Schools of Music
- Conduct choral rehearsals and concerts at Christmas, Spring and outreach work
- Accompany, supervise, and conduct the Choir on tours, visits, media performances and recordings, and in weddings and funerals (Weddings, Funerals and fee-based concerts are compensated extra)
- Provide instruction and mentor organ students
- Coordinate assignments of students to piano and voice instructors Oversee the overall training of the Pre-Choristers, which the Associate Director undertakes
- Direct Summer Chorister Boot Camp and provide consultation to the music components of the Summer Music Program
- Oversee staff for supervision at recesses and/or lunches for Choristers during extended school events, monitor student behavior in halls or Mass, and attend to discipline issues as needed

Ambassador in the broader community with board, parishioners, partners, and patrons

- Ensure consistent communication with all aspects of the school and parish music programs
- Cultivate a strong relationship with the school's advisory board members
- Curate, nurture and maintain relationships with key 'partners' (including other choirs) in the global music and arts communities in order to create broadcasting, recording, and performance opportunities, tours, school exchange programs and visibility for the Choir
- Identify, schedule, and prepare for professional-level concerts, recording, broadcasting, and performance opportunities with high production value that elevate the name and reputation of SPCS
- Curate, prepare for, and participate in regular national and international concert tours (typically 1-2 national each year and 1 international every 2 years)
- Monitor music progress of alumni students through high school, college and to career
- Support the maintenance of the alumni database and develop programs to foster a cohesive alumni community and coordinate seamless communication and record sharing to ensure lasting relationships with alumni

Staff management and collaboration

- Recruit, manage and evaluate music team staff, including auditioning professionals in the Men's Choir
- Supervise the Associate Director of Music in the recruiting, training, and direction of the St. Paul Parish Choir at Mass on Sunday at 9:30 (accompanied by the Organ Scholar)
- Evaluate and supervise the music theory teachers, piano instructors and voice teachers
- Oversee duties of Music Librarian, Music Administrator, and any other music staff
- Plan Cantor rota and Organ cover for all weeks of the year

Administrative oversight

- Manage the music program budget
- Coordinate payment for all music related services with the Music Administrator and in collaboration with the parish Director of Finance

QUALIFICATIONS, PERSONAL ATTRIBUTES and EXPERIENCE

- DMA/FAGO-level organ playing and commensurate choral directing skill
- Outstanding liturgical organ playing (including choral and congregational accompaniment, organ works, and improvisations)
- Experience working with an excellent boys' choir, training pre-Choristers and playing the organ in an outstanding music program
- DMA/FAGO-level organ playing and commensurate choral directing skill
- Support for the mission of the Catholic Church
- Familiarity with Roman Catholic Liturgical Documents in particular:
 - *Tra Le Solleitudini* - Instruction on Sacred Music (1903, Pope Saint Pius X)
 - *Sacrosanctum Concilium* (1963 Vatican II)
 - *Musicam Sacram* (1967)
 - *Sing to the Lord: Music in Divine Worship* (2007 USCCB)
- Well-developed classroom management skills
- Well organized, able to multi-task and effectively work in a busy, changing environment
- Excellent oral and written communications skills
- Excellent interpersonal skills
- Positive, enthusiastic approach, with sensitivity to bereaved persons
- Well organized, able to multi-task and effectively work in a busy, changing environment
- Excellent oral and written communications skills (timely, responsive, professional, clear)
- Ability to handle confidential, sensitive, timely and critical matters requiring good judgment, tact, respect, and discretion
- Ability to anticipate needs and establish priorities
- Alignment with the purpose of a Catholic Boys Choir School, and a desire to deepen and promote the school's relationship with The St. Paul Parish and its extended Catholic community

WHAT WE OFFER – CAREER, CULTURE, AND BENEFITS

Educating and forming boys is at the heart of the Director Of Music's role and as such, this is a fertile environment in which a DOM can serve and amplify the vision of the program. The boys and the DOM are supported by a holistic and comprehensive music education program, including:

- A Pre-Chorister program (for 3rd and 4th grade) to provide a period of training prior to Investiture
- All students, including the changing voice Music Scholars, are enrolled in a Music Theory course developed by the Associated Board of the Royal Schools of Music (ABRSM). This course is used extensively in choir schools across the world, and teaches all aspects of written music. Students sit each year for the board examination in their grade level.
- Each boy studies the piano in school with private lessons from one of a faculty of four professional piano teachers
- Each boy has the opportunity to receive private voice lessons.

The music facilities are extensive and include a large rehearsal room outfitted with specialized choir stands, a classroom devoted to Music Theory and related aural instruction, four piano studios, an organ studio, a wardrobe room, and administrative offices for the Music Department.

Generous benefits including health insurance, dental insurance, 401K retirement contributions and group life insurance

Opportunities for continued professional development and networking with the extensive Boston area music community

APPLICATION PROCEDURE

Please apply by email to directorofmusic@saintpaulschoirschool.us with a cover letter, a CV, three references and links to recordings online that demonstrate your organ playing and recordings of the choir(s) you may have led. All appointments are subject to CORI clearance, and Virtus training in Child Protection. Closing date: December 1, 2023. Interviews will be scheduled during the first part of January, 2024.