

Job Description  
**Full-Time Position of Director of Sacred Music (*Magister Capellae*)**  
St. Joseph's College Seminary, Mount Holly, NC

**CHORAL DIRECTION**

1. The execution and/or supervision of all aspects of liturgical music both onsite at the seminary and in remote locations (e.g. parishes) where the seminary schola is called to minister.
2. Conduct Solemn Vespers with the college seminarians and the *Daughters of the Virgin Mother* (DVM) on Sunday afternoons as scheduled.
3. Conduct the seminary and DVM schola in additional liturgies as demanded (i.e. Feast day Masses, anniversary Masses, donor events etc).

**MUSIC INSTRUCTION**

1. Training and directing the seminary Schola.
2. Expansion of the choral program by training and directing the schola of the DVM and integrating them with the seminary schola.
3. Musical education of all seminarians in Gregorian chant pedagogy, Roman Catholic choral repertory (seminary schola), and all aspects of Roman Catholic musical tradition over a full four-year period.
4. Offering comprehensive instruction in keyboard skills, music theory, and sight-reading in both modern and square note (neum) notation to seminarians.
5. Offering both voice class and private voice instruction to seminarians.
6. Develop expanded musical curricula and course offerings as the seminary population increases. Past offerings have included mini-courses on the Caecilian Movement and Catholic music appreciation.

## **ORGANIST**

1. Organist for chapel Masses, para-liturgies, etc.
2. Instructing and supervising seminarian organists
3. Supervision of maintenance of chapel organ and seminary pianos

## **STRATEGIC PLANNING**

1. Strategic planning for the acoustical needs of the new chapel and choir loft construction.
2. Location of a new/existing pipe organ(s) and supervising installation.
3. Devise and implement a yearly music budget including expenses of music and book purchases, piano tuning, CDs, office and sound equipment, and other specified projects.

## **OUTREACH/MUSICAL RESOURCES**

1. Expanding recording projects involving both the seminary schola and the DVM.
2. Being a catalyst to build the seminary's reputation as a center for Roman Catholic culture by collaborating on various training programs, fundraising events, education programs, and creative ventures with organizations such as the Diocese of Charlotte, Belmont Abbey College, Carolina Catholic Radio, the Catholic Company, and other entities.
3. Being an overall musical resource to the seminary community.

## **ARTIST IN RESIDENCE**

Compose and arrange music for Schola and DVM as needed for liturgical events

## **SALARY and BENEFITS**

1. Salary expectation: \$75,000 over a 12-month year
2. Health benefits per diocesan plan
3. Sick days and personal days per diocesan and academic guidelines.
4. Vacation per academic schedule at St. Joseph's College Seminary and Belmont Abbey College (BAC), i.e. spring break, summer break, winter break, BAC and seminary holidays.
5. A specified amount to be put toward continuing education of the *magister capellae*.

## **TERMINATION**

Termination of this contract by either party in writing with 60 days notice.