

Newman Catholic Student Center at the University of Iowa

Position Description: Director of Liturgical Music

Status: Part-time

Reports To: Priest Director

All staff are considered part of the missionary team of the Newman Catholic Student Center for the purpose of making disciples for the Church and the world. In all our diversity of background and responsibility, we strive to be UNITED IN CHRIST and call upon the Holy Spirit to aide us in becoming: Bold, Loving, and Unstoppable in our mission.

Primary Functions of Position:

Music: The Director of Liturgical Music is responsible for the planning, implementation, and evaluation of the music ministry at the Newman Center. As the head musician, the Director of Liturgical Music sets the tone for the quality of music that the Newman Center is striving for. The Director will recruit and foster growth of instrumentalists and vocalists in both music and in their relationship with God and the Church to fulfill the mission of the Newman Center to make disciples for the Church and the world. Familiarity with and appreciation of the diversity of musical traditions within the Church will allow the Director to meet students where they are and lead them into a deeper appreciation of and participation in the Mass and other liturgies.

Under the leadership of the Priest Director, the Director of Liturgical Music is responsible for the connecting of music within the larger context of the liturgical seasons, and the familial celebrations (baptism, reconciliation, confirmation, weddings, funerals, etc.). A working knowledge of the norms of Catholic liturgy - both universal and diocesan - is essential for working collaboratively with clergy, professional staff, community members, and student leaders to foster full, active, conscious participation in the Mass.

Duties and Responsibilities:

- Select music for all weekend Masses, as well as Feasts and Solemnities throughout the year.
- While being the lead accompanist, the Director of Liturgical Music will Recruit and schedule choir members, cantors, instrumentalists.
- Direct rehearsals for choirs, cantors, and instrumentalists.
- Oversee the inventory and maintenance of all musical instruments and equipment.
- Supervise the Student Liturgical Music Fellow.

Administrative: The Director of Liturgical Music is responsible for the overall administration of the music ministries of the Newman Center. Collaboration and timely communication with other staff members and student leaders are essential to the promotion and creation of awareness for the ministries among the Center and throughout the community.

- Maintain calendar of programs and activities related to Music and Liturgy.
- Develop a budget for operational expenses.
- Maintain accurate fiscal records while adhering to diocesan and Newman Center fiscal policies.

- Initiate and maintain evaluation methods to monitor and improve the quality and effectiveness of programs and activities.

Qualifications:

- **Education:** Bachelor's degree in music or equivalent education and experience.
- **Experience:** 2+ years in liturgical music ministry - preferably working with young adults.
- **Musical Skills:** Must have competency on piano or guitar as well as vocal skills.

Skills, Abilities, and Requirements:

- Practicing Catholic in good standing, with knowledge of Catholic doctrine, liturgy, and music.
- Ability to lead others to embrace the mission of the Newman Center in their own lives.
- Excellent relationship-building skills with a focus on collaboration and service to others.
- Excellent communication skills: written, verbal, and digital.
- Attendance at and participation in select donor events throughout the year including, but not limited to the Donor Brunch (fall) and Newman Night Out (spring).
- Strong skills in organizing, multi-tasking, and follow-through.
- Ability to address conflict and challenges professionally and appropriately.
- Ability to maintain accurate fiscal records and budgetary and statistical data while adhering to diocesan and Newman Center fiscal policies.
- Valid driver's license and the ability to travel as required.
- Ability to be flexible: working evening hours and weekends is necessary.
- Must embrace the core values of the Newman Center to be bold, loving, and unstoppable.
- Must work *United in Christ* with all staff of the Newman Center to make students commissioned disciples.

The above statements are intended to describe the general nature and level of work required of this position. It is not meant to be an exhaustive list of all responsibilities, duties and skills required.

Instructions for Applying:

All applicants are required to submit a cover letter, resume, and reference list along with two music submissions. Music submissions may be video or audio and must highlight applicants vocal and piano or guitar skills. Application deadline is Monday, September 25, 2023. Application materials may be emailed to Ronda Lipsius, Administrative Assistant at ronda@newman-ic.org, or dropped off in person to the attention of Ronda Lipsius, 104 E. Jefferson St., Iowa City, IA 52240. (If providing music selections on a USB drive, please make sure your name is on the drive.)