

**ST. AUSTIN CATHOLIC PARISH
JOB POSTING**

Job Title: Choir Director for 11:30 a.m. Sunday Mass

Employment Classification: Contract

Salary: Competitive

Supervisor: Director of Liturgy and Music

Supervises/Conducts: Choir for the 11:30 a.m. Sunday Mass and cantors for 5:00 p.m. Saturday and 11:30 a.m. Sunday Masses

Parish Description: Located in the heart of the city, near the campus of The University of Texas at Austin, St. Austin is a thriving and diverse Catholic community served by the Paulist Fathers committed to bringing the Word of God to life.

Purpose of Position: St. Austin acknowledges liturgy and sacramental life are integral to the expression of our Catholic faith. Therefore, the Choir Director must be a creative, visionary, and pastoral leader. The Choir Director is responsible for providing music of a consistently high quality in both selection and performance and inspiring “full, active, and conscious participation” of the faithful.

General Responsibilities: The Choir Director selects music and rehearses and conducts the choir that sings at the 11:30 a.m. Mass on Sunday, at services during certain times of the liturgical year (e.g., Christmas and Triduum), and at special liturgical celebrations.

Specific Job Responsibilities

1. In collaboration with the Director of Liturgy and Music, plans weekly sacred choral anthems and other music for the 11:30 a.m. Sunday Mass, services during certain times of the liturgical year (e.g., Christmas and Triduum), and special liturgical celebrations. The selection of the music relies on the criteria of musical excellence, liturgical excellence, and pastoral need.
2. Leads the choir in rehearsal one evening each week, preparing the selected anthem and all other music relevant to the liturgy for that week
3. Rehearses the cantors for the 5:00 p.m. Saturday and the 11:30 a.m. Sunday Masses
4. Collaborates with the Organist/Pianist in rehearsals and at liturgical services
5. Collaborates with the Director of Liturgy and Music to develop an annual plan for parish liturgies, coordinating the planning effort with parish clergy, staff, and appropriate lay ministries

6. As appropriate, supports and collaborates with parish committees and subcommittees (e.g., Liturgy Committee, Art and Environment Subcommittee) in promoting excellence in parish liturgy
7. Recruits and trains choir members for the 11:30 a.m. Sunday Mass and cantors for the 5:00 p.m. Saturday and the 11:30 a.m. Sunday Masses
8. Provides spiritual leadership for choir members and cantors
9. Under the supervision of the Director of Liturgy and Music, is responsible for the budget for the 11:30 a.m. Sunday choir and the 5:00 p.m. Saturday and the 11:30 a.m. Sunday cantors; for the selection and purchase of music, robes, and supplies; and for the maintenance of the choral library and robes
10. Is responsible for helping maintain the security and tidiness of any spaces used by the 11:30 a.m. choir
11. Attends diocesan Liturgy and Music Directors meetings, as appropriate
12. Develops and maintains good working relationships with other churches and the Butler School of Music at The University of Texas at Austin
13. Provides variety in programming by the occasional use of vocal solos and works with instruments in addition to the organ or piano
14. Ensures adherence to, and promotion of, parish and diocesan guidelines pertaining to the Ethics and Integrity in Ministry program

Essential Knowledge, Skills, and Abilities

1. Strong skills in choral conducting and experience as a choir director
2. Strong knowledge of a broad and diverse range of sacred music choral repertoire
3. Basic keyboard skills
4. Strong leadership skills, with the ability to plan and execute short-term and long-term plans, as well as handle change
5. Strong interpersonal communications skills with the ability to observe, question, listen, and give and accept feedback
6. A knowledge of liturgical practices, especially of the Catholic Church, and an understanding of the *General Instruction of the Roman Missal*, and other

relevant documents and sacramental rites, and the ability to coordinate the music with those practices

6. The ability to collaborate and work well with others, prioritize tasks, and manage time efficiently

Minimum Qualifications

1. Bachelor's degree in Music
2. 3-5 years experience as a choral director

Preferred Qualifications

1. Previous experience as a music or choral director in a Roman Catholic Church
2. Master's Degree or Doctorate in Sacred Music, Choral Studies, or Choral Conducting

Application

Interested applicants should sent a letter of interest and a resume to:

Rev. Charles Kullmann, C. S. P.
St. Austin Catholic Parish
2026 Guadalupe Street
Austin, TX 78705
Fax: 512-477-9430
E-mail: jobs@staustin.org

Successful candidates will be required to undergo a criminal background check and to maintain compliance with the Diocese of Austin Ethics and Ministry (EIM) policies throughout the employment period.