

## MUSIC DIRECTOR / ORGANIST

City View United Church  
6 Epworth Avenue  
Ottawa, ON K2G 2L5

Hours of Work – 10-12 hours/ week

### Summary

Music is an integral part of the life of City View United Church (CVUC). We are looking for a **Music Director / Organist** to lead the music ministry in our church beginning this fall (**Position is available effective September 15, 2022**). This involves selecting, conducting, and playing a variety of styles of organ, piano, and choral music appropriate for our worship services. Our congregation's website is <https://www.cityviewunited.org/>.

The ideal candidate should have experience playing an organ and /or piano and conducting choirs, and bring an energetic, progressive, and inviting approach to church and choir music. Familiarity and experience working in a church environment is also desired.

We have an older congregation and are seeking to rebuild it into a multigenerational church community. An understanding and ability to use music to achieve this goal is important.

We have an adult SATB choir of 12-17 members. Our instruments include a Johannus Sweelinck 37 – 3 manual organ, a Samick grand piano, and a Technics P30 keyboard & synthesizer, and drum kit.

### Current State During COVID-19

COVID-19 has impacted our environment in a major way and indeed we are looking for a candidate who can continue to help lead City View into a post-COVID musical environment.

Commencing in March 2020, CVUC pre-recorded its weekly worship services for viewing on YouTube. Services were videotaped in advance, with only the minister and readers in the sanctuary. The Music Director recorded the hymns on his piano at home and emailed them to the video editor who incorporated them into the service.

City View resumed in-person worship services and began livestreaming them in November 2021, following Public Health guidelines. We introduced singing into these services by having individual choir members with singers' masks leading the hymns in the sanctuary. In March 2022, our services evolved to include choir anthems and congregational singing of the hymns. Masking rules currently remain in effect (subject to future Council discussions).

The Music Director has played a key role this past year in introducing instrumental and choral music back into our services. The new Music Director will be expected to continue this role as we emerge from the COVID environment.

## **Main Responsibilities** (subject to COVID guidelines)

- Plays the organ, piano, or keyboard for all scheduled church services (i.e., all Sundays, Maundy Thursday, Good Friday, Christmas Eve, Choir Candlelight Service, etc.).
- Plays for weddings and funerals if available (additional remuneration).
- Collaborates weekly with the Minister, by Zoom or in person, to select music for the weekly worship services.
- Re-integrates church choir members by finding ways to include vocal music and music leadership in worship services.
- Chooses choir anthems and other music for the church services that are suitable for the themes of the services.
- Conducts weekly choir rehearsals (currently Thursday nights, from September through June) and conducts the choir during church services and other special occasions.
- Makes recommendations regarding the repair, servicing and tuning of the church organ, pianos, and electronic keyboard.
- Recruits and accompanies other instrumentalists and vocalists to provide additional special music for services.
- Selects and purchases new music for the choir.
- Attends Zoom or in-person meetings, as required, with staff and the worship planning team.

## **Education / Training and Skills**

- Strong conductor, organist and/or pianist. Ability to play both the organ and the piano is a strong asset. Vocal coaching and teaching skills are assets.
- Skilled and experienced in leading and accompanying choirs
- Effective leader and organizer
- Ability to work collaboratively in a team environment.
- Knowledgeable and experienced in planning and leading church liturgy and music
- Comfortable in a range of musical styles including contemporary, gospel, folk, and classical choral music
- Familiarity with United Church of Canada liturgy and choral repertoire (e.g., Voices United, More Voices)
- Strong interpersonal skills with people of all ages and abilities
- Honest communication skills, both in-person and online
- Fluent in English
- Minimum Qualifications– Bachelor of Music or equivalent training/experience

## **Working Conditions**

- Requires attendance at CVUC Sunday services from 10:30 to 11:30 am, and at choir warmup a half-hour before the services.
- Requires attendance at other special services, e.g., Maundy Thursday, Good Friday, Christmas Eve, Blue Christmas, Choir Candlelight Service.

- Requires conducting weekly choir rehearsal (1-2 hours on Thursday evenings from September through June).
- May require occasional weekday or evening hours for meetings with staff and the worship planning team.

## Terms of Employment

- Estimated workload is an average of 10-12 hours per week over the year.
- There is no choir during the summer (July and August), so hours would be lower during those months.
- Entitled to 4 weeks of leave, preferably taken during July and/or August.
- Annual salary is in the \$15,000 – \$25,000 range, commensurate with experience and qualifications.
- A current Police Records Check Level II (within the past 6 months) will be required.
- Start date to be negotiated with successful applicant.

## Applications

Please direct inquiries or applications to [cvuc.map@rogers.com](mailto:cvuc.map@rogers.com).

Applications will be treated in strictest confidence and will be received ***until August 31 or until the post is filled.***

To apply, please submit:

- a) your resume;
- b) a covering letter describing your qualifications for this position;
- c) a video or audio clip demonstrating keyboard proficiency (required); and
- d) a video clip demonstrating choral conducting skills (if possible)

To: Chairperson Ministry & Personnel  
6 Epworth Ave  
Ottawa ON K2G 2L5

Or by email to [cvuc.map@rogers.com](mailto:cvuc.map@rogers.com)

## Selection Process

Candidates selected based on their application will be interviewed via Zoom. Short listed candidates will then be asked to provide references and to attend an in-person rehearsal audition, with appropriate COVID-19 safeguards in place.