



Providence
CITY

Why is this Job Description being written?				<input checked="" type="checkbox"/> New Position <input type="checkbox"/> Replacement Position <input type="checkbox"/> Position re-designed <input type="checkbox"/> Position not previously described			
POSITION DETAILS:		Position Title:		MUSIC DIRECTOR - CITY			
Division: Support Staff			Department:		Worship		
Position reports to:		Pastor for Worship					
Location: include all possible locations		Sunday service venues					
POSITION PURPOSE:							
The Providence City music director will have an important role in enriching the church's corporate worship through music. Day to day responsibilities will include the overseeing, training, and scheduling of musicians for Providence City services and events and setting and leading the team's culture. The music director will also liaise with the Pastor for Worship to oversee song repertoire as well as leading musical excellence.							



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KEY RESPONSIBILITY AREAS:

Key Position Accountabilities	Inputs:	Outputs:
Recruitment and Training	<ul style="list-style-type: none">• Liaise with Service team to recruit and train musicians and song leaders.• Produce an annual training programme for musicians.• Regularly liaise with, and provide feedback to, musicians and song leaders.	<ul style="list-style-type: none">• Developing and growing team.• A team culture that strives to improve their craft.
Scheduling and Administration	<ul style="list-style-type: none">• Musicians are strategically and thoughtfully scheduled for services and events with appropriate notice periods via Elvanto.• Maintain the 'music' department in Elvanto including contact details and roles.• Maintain song list, sheet music, making sure musicians have appropriate access.• Maintain regular and clear communication channels with the music team and the Providence City staff.• Oversee music team budget and equipment whilst also making equipment purchase recommendations to Worship Pastor and Production Team.	<ul style="list-style-type: none">• Musician schedules are up to date, clearly communicated and provide sufficient notice.• Song list and sheet music are up to date and easily accessible• Clear, consistent and appropriate communication with Music Team members.• Music Team has up-to-date, appropriate, well maintained and safe equipment.
Team Culture	<ul style="list-style-type: none">• Organise and facilitate a regular schedule of quarterly music team nights.• Communicate vision, values and expectations.• Build team culture by leading values and expectations as well as holding others to account.• Form a leadership team who also set and maintain team culture.	<ul style="list-style-type: none">• Music Director is a culture leader.• Clear purpose and individual member expectations.• Clear team leadership which sets and drives culture.



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KEY RESPONSIBILITY AREAS:		
Key Position Accountabilities	Inputs:	Outputs:
Music as part of a rich expression of corporate worship	<ul style="list-style-type: none">• Train and guide song leaders providing consistent encouragement and feedback.• Lead a team culture of musical excellence and creativity.• Liaise with the Pastor for worship with regard to Song Leader role in delivering prayers and liturgy.• Encourage and guide Providence City song writers to produce theologically rich and musically excellent songs for use in corporate worship.• Update and maintain a culturally appropriate song list that values the past and present and edifies the Providence City congregations.• Oversee music at special events.	<ul style="list-style-type: none">• Providence City has well led, excellent music that edifies the congregation and brings glory to God as part of a rich expression of corporate worship.



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Team Player	<ul style="list-style-type: none">• Function as part of the Sunday Services team, liaising with production, setup and other teams pre during, and post Sundays.• Participate in, and contribute to, event production meetings and Sunday Service debriefs,	<ul style="list-style-type: none">• Sunday Services and special events are appropriately administrated, well run and maintain clear communication.
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ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:

Qualifications:

A degree in music and/or appropriate performance experience

Skills, Knowledge & Experience:

- Ability to clearly communicate
- Ability to inspire musically
- Lead and manage a volunteer team
- Experience in musical performance and production
- Committed and mature Christian

SCOPE:

Financial accountability: Does this role have accountability for a budget?

- Yes, with oversight from the Worship Pastor

People responsibility: Does this role have any direct reports or indirect reports:

No. of direct reports

5-6 Song Leaders (volunteers)

No. of indirect reports

25-30 Musicians (volunteers)



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ORGANISATIONAL CHART:

Next level of supervision

Pastor for Worship

This role

Music Director - City

Direct reports

Providence City Song Leaders

The Music Director is accountable to the Pastor for Worship

ADDITIONAL INFORMATION:

- The preferred candidate will be asked to submit references
- The successful candidate will undergo a 3 month probation period
- A current Working with Children's Check and National Police Check will be required prior to commencement.