

Saint Francis High School Ensemble Vocal Director Job Description

Position: St. Francis High School Ensemble Vocal Director
Timespan: School year (1st Sunday after Labor Day through beginning of June)
Supervised by the Director of Music

High School Ensemble (HSE): singers and instruments (orchestral & band)
Comprehensive mixed ensemble music library
Access to Sibelius Ultimate

Vocal director responsibilities include:

- Conducting the combined ensemble during Mass
- Rehearsing cantors & choir
- In collaboration with the instrumental director: planning repertoire, fellowship times, and other events

Additional liturgies

- HSE typically sings at our 6pm Christmas Eve Mass, together with our middle school choir. There may be other opportunities for the ensemble to participate in other liturgies during the year, e.g., HSE participated in our Ash Wednesday Mass this past year.
- HSE typically leads the music for our 12pm Good Friday Stations service.

Administrative duties include:

- Scheduling/overseeing student leaders and volunteers (e.g., students who assist with library tasks, changing hymn board numbers, putting away equipment, breakfast parents, etc.)
- Detailed Mass planning (e.g., orchestration, cantor assignments)
- Arranging and ordering music as needed
- Maintaining library, preparing music resources (pulling music, copying, assembling binders)
- Maintaining roster, scheduling, communicating with students and volunteers
- Other duties as assigned by the Director of Music

Typical hours: Sunday – 4hrs (10:30am-2:30pm). An additional 4-6 hours per week is anticipated for purposes such as planning, personal and rehearsal prep, communication, and occasional meetings.

For a detailed estimate of time spent on various duties (as provided by outgoing vocal director), see this spreadsheet: [2022-2023 HSE Duties](#)

Typical Sunday schedule:

10:30-11am – setup

11-11:15am – light breakfast (provided by parents)

11:15am-12pm – separate vocal & instrumental rehearsals. Instrumental rehearsal led by instrumental director

12-12:20pm – combined rehearsal in church

12:30-1:45pm – Mass

1:45-2:15pm – wrap-up