

# Music Coordinator



**VILLAGE CHURCH**

Presbyterian (USA)

Village Church Mission Campus  
6641 Mission Road  
Prairie Village, KS 66208

Full-Time  
Reports to: Co-directors of Music  
Ministry, Dr. Elisa Bickers and  
Dr. Josh Maize

To apply, send resume and/or cover  
letter to  
[human-resources@villagepres.org](mailto:human-resources@villagepres.org)

## Terms of Employment

- Hours: The position will be 40 hours per week but requires flexibility for evening and weekend events, rehearsals and worship services and holy holiday
- Compensation: \$50k-\$55k
- Benefits: Health, Dental, FSA, Life, AD&D, LTD, 403(b), Vision, EAP, 11 paid Holidays, 24 days PTO year 1 (prorated after 30 days of employment)

## About Village Church

Village Presbyterian Church is a thoughtful, inclusive family of faith, where incarnation is experienced, relationships are shaped and cherished, mission is a way of life and justice is practiced. Village Church is a member of the Presbyterian Church (U.S.A.), the largest Presbyterian denomination in the country and a part of the Reformed tradition. All are welcome. All are included. All are loved.

Our vision statement: Village Presbyterian Church is a family of faith actively shaped by the life of Christ to love one another, provide leadership for the transformation of our communities, and serve the world.

## Essential Job Functions:

Candidates must demonstrate their ability to perform the following essential job functions:

- Serve as the department's primary point of contact for phone and email inquiries
- Oversee all aspects of the music department calendar including, but limited to the following:
  - Managing all event schedules to ensure no conflicts
  - Ensuring all worship services, rehearsals, concerts, and music ministry events are inputted into the church's calendaring software in a timely manner
  - Making sure all event details such as times, dates, setups, materials, etc. are accurately communicated
  - Communicating effectively to Food Service, Facilities, Communications departments regarding event details and department needs
  - Ability to report on events at weekly music department staff meetings
- Oversee music department budget management including, but not limited to the following:
  - Tracking, recording, and reporting on all music department income and expenses
  - Processing payments for invoices and contractors, including interns
  - Working with business office staff to rectify discrepancies
  - Reporting on budget standing to department staff on regular basis

- Manage the music library which includes purchasing, cataloging, and filing all music and maintaining robes and ensemble folder assignments
- Maintain department inventory and supplies (instruments, rehearsal equipment, robes, folders, office supplies, etc.)
- Maintain the department's copyright records and compliance, including timely reporting of all worship and concert usage, responsible for license renewals
- Prepare necessary materials for directors including music and copies (e.g. hymn packets, worship song responses, anthems, instrumental parts, etc.)
- Design, proof, and print all music department programs to be printed in-house such as Tidings of Joy, major concerts, and 2<sup>nd</sup> Thursday Recitals
- Serve as primary contact for outside organization event logistics
- Assist with concert hosting and receptions as needed
- Help promote department news and events through online and print materials and in-person engagement
- Work collaboratively with other church staff to problem solve
- Attend department and church staff meetings as assigned by supervisors
- Perform other duties as they develop or are assigned by supervisors

### **Competencies & Qualifications:**

The best qualified candidates will demonstrate they have the following competencies and qualifications:

- Able to support the mission and ministry of Village Church and model its values
- Have a humble spirit committed to working in a friendly manner with colleagues and others
- Excellent people skills
- Ability to maintain the confidentiality of all appropriate information
- Willingness and ability to work hours outside of a normal work week, such as evening and weekend events, rehearsals and worship services and holy holidays

### **Required Education & Experience:**

To be considered, candidates must have the following:

- Minimum high school diploma: undergraduate degree preferred
- 3-5 years of experience in office administration or related field
- Music experience preferred

### **Working Conditions:**

The typical work of this position is performed in a professional office environment and requires the routine use of computers, printers, and other standard office equipment. It requires ability to work a daytime schedule on the church's campus in addition to frequent evening and weekend hours.

### **Physical Requirements:**

The physical functions required to successfully perform the essential functions of this position include the following:

- Talk and hear
- Occasional need to lift up to 40 lbs. and move musical equipment and furniture
- Frequently stand, walk, use hands and fingers, and reach with hands and arms

**Hours and Location of Work:**

This is a full-time, 40 hour per week, position. Work is primarily performed at Village's main campus at 6641 Mission Rd, Prairie Village, KS. The employee and supervisor will agree on the actual scheduled work hours, which may vary depending on scheduled events.

**Additional Eligibility Qualifications:**

- Pass a background check

**Other Duties:**

The duties, responsibilities, and requirements of this position set forth herein are not all inclusive and those included may be changed at any time.

**How to Apply:**

Send resume and/or cover letter to [human-resources@villagepres.org](mailto:human-resources@villagepres.org).

**AAP/EEO Statement:**

Village Presbyterian Church is an equal opportunity employer. In accordance with anti-discrimination law, it is the purpose of this policy to effectuate these principles and mandates. Village prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, sex, religion in non-ordained positions, national origin, disability status, protected veteran status, or any other characteristic protected by law. Village conforms to the spirit as well as to the letter of all applicable laws and regulations.