



Music Department Assistant
CHRIST CHURCH CRANBROOK, BLOOMFIELD HILLS, MI

Christ Church Cranbrook is a dynamic, thriving Episcopal community experiencing significant growth and transformation. Located in a suburb of metro-Detroit, this fifteen-hundred-member congregation boasts an English cathedral-style sanctuary built in the arts and crafts movement; a truly idyllic setting to carry out our deep commitment to the flourishing of neighboring cities, including Detroit and Pontiac.

Our vision is to be a place where all can explore Meeting Jesus, Finding Joy, Sharing Beauty and Serving Others. We are looking for a candidate who is exuberant, has excellent customer service skills, and shares our passion to create a joyful environment for all who enter the church.

Summary Job Description

The Music Department Assistant is a part-time, non-exempt position. Hours may vary weekly, but Christ Church Cranbrook estimates that the job will require, on average, approximately 10 hours per week.

The Music Department Assistant will be responsible for supporting the overall Department of Music, including, but not limited to: all administrative tasks, organizational tasks of music and vestments, and assistance with upkeep of musical scores and database. The Music Department Assistant will work for the Director of Music, assisting the Director in the day-to-day operations as laid out by the Director. The Music Department Assistant will also work with the Music Department, including the Assistant Director of Music, along with the parishioners, staff and clergy for their musical needs.

The Music Department Assistant will be able to problem solve creatively, should enjoy working collaboratively, and can utilize technology strategically to support the activities of the church. The Music Department Assistant reports directly to the Director of Music and ultimately to the Rector and is employed at the Rector's will.

Required Knowledge/Skills and Experience

- Excellent organizational skills.
- Working knowledge of Microsoft Office Suite, Google Suite including Google Calendars, Gmail, Google Docs and Google Sheets, and demonstrated ability to learn, adapt, and integrate new software and technology.

- Excellent writing and editing skills.
- Ability to prioritize, negotiate, and work with a variety of organizational staff and clergy, and parishioners.
- Ability to be respectful, flexible, and conscientious in all situations and under pressure, always maintaining confidentiality, discretion, cultural awareness, and sensitivity to others.

Desired Experience

- Musical knowledge/experience
- Experience with Church Music
- Music Notation Software Skills (Finale or Sibelius)

Job Responsibilities:

Responsibilities include (but are not limited to) the following:

- Assist Director of Music in organizing and administrative work, including email communications, letters, copies and job assemblies.
- Oversee the music library, sorting and filing music, distributing music, stamping and cataloguing new music, and typing anthem lyrics for upcoming repertoire.
- Care for all vestments, including organizing, labeling, washing and ordering
- Create and maintain ensemble schedules and rosters
- Prepare payroll and check requests for Music Department,
- Assist in contracting and receiving details for guest musicians

To Apply:

Please send a cover letter, resume and names of three references to Gina Morgan, Director of Finance and Administration at gmorgan@christchurchcranbrook.org.