



St. Mary Immaculate Parish

Job Description

Position: Music Department Clerical Support Staff

Work Schedule Status:

Part-Time, Non-Exempt

Typical Weekly Schedule:

- Typical work week would include approximately 15 hours during the day, Monday through Friday
- Flexible office hours and the ability to work evenings and weekends are needed in regards to managing our sound systems for Masses and events

There is some flexibility in the work schedule. The days worked/hours per day should be discussed with the Music Department Director.

Reports to: Music Department Director

Supervise: N/A

Job Summary: The Music Department Clerical Support Staff member will provide part-time clerical assistance and support to St. Mary Immaculate's music department through performance of various administrative and clerical tasks.

I. Duties & Responsibilities:

- Maintain the music library and keep the office organized including:
 - Filing music and octavos within our current filing system
 - keeping seasonal music organized and filed
 - maintaining organization to the music storage shelves
- Create and print song sheets, booklets, and or worship aids for:
 - weekend Masses
 - Holy days of obligations and other Solemnities (Christmas, Triduum, Easter, Corpus Christi, etc.)
 - Funerals
 - R.E., Confirmation, and Adult Formation events/Masses
 - Weekly School Masses
 - Other Ministry events as needed (CCW, etc.)
- Assemble Music Packets for Adult Choir and Youth Choir as needed
- Help ensure that our equipment is in good working order, is located where it should be, and that working batteries are available for use for the wireless mics and body packs.
- Manage sound systems needs for events on SMI campus.
 - Includes communication with ministry leaders for understanding of specific needs, making sure the equipment requested is out and ready for use the day of the event, possible run-through/testing of sound equipment before the event date, ensuring equipment is cleaned up and returned to proper place.

Duties & Responsibilities - continued:

- Assist with Music reporting to maintain our license agreements.
- Initial and follow-up contact in a timely manner with the Brides and Grooms in preparation for their upcoming wedding to help facilitate communications regarding music for their weddings.

II. Preferred Skills:

- Proficient with Microsoft Office products, especially Publisher.
- Proficient with Google products such as Calendar, Google Docs, Forms, Sheets, etc.
- Attention to detail in managing files and documentation.
- Professional phone etiquette.
- Clear and concise communication either email, in person or on the phone.
- Ability to designate and assign tasks for our volunteers.
- Willingness to learn in a variety of ways such as: hands-on, video tutorials, walk-throughs, digital or paper instructions.

III. Education/Qualifications:

- The ability to read music proficiently is highly desired but not required.
- Ability to play the piano and accompany a singer/choir is also highly desired, but not required.
- Strong organizational skills and the ability to multitask.
- Ability to work independently and assist and manage the duties of our volunteer team.
- Willingness to support and contribute to a positive work atmosphere.
- A friendly demeanor and readiness to be helpful.
- High school diploma or equivalent, experience in a similar role.

PHYSICAL ABILITIES THAT ARE COMMONLY ASSOCIATED WITH THE PERFORMANCE OF THE FUNCTIONS OF THIS JOB¹

- The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms.
- Physically able to perform the duties as assigned including the ability to lift to 20-30 pounds if needed.
- Ability to stand, sit, or walk for extended periods.
- Occasional evening and weekend work, flexibility to adjust to other department/business needs.

Name: _____

Date: _____

Supervisor: _____

Date: _____

¹ This document is not intended to be a comprehensive list of work-related functions. All duties and work conditions listed are subject to change at the discretion of the Diocese of Joliet Management. The Diocese of Joliet will, in compliance with the Americans with Disability Act (ADA), accommodate essential job functions whenever feasible.