



COME SERVE WITH US.

Grace Cathedral is seeking our next **Canon Director of Music** to lead a world-class music program.

Working at Grace Cathedral

Grace Cathedral is San Francisco's Episcopal cathedral for everyone – a place of inclusive community and spiritual practice, social justice, music and the arts, yoga, and more. Our mission is re-imagining church with courage, joy and wonder. We actively work to advance racial, gender, and LGBTQ+ justice, environmental stewardship, citizen awareness, and an end to gun violence. We also strive to ensure that Grace Cathedral is a great place to work.

We celebrate diversity, are committed to anti-racism and seek job candidates who will bring their unique experience to enrich our culture and organization.

Job Overview

This is a full-time exempt position reporting to the Vice Dean. The Canon Director of Music is a member of the Cathedral Chapter, the senior staff of Grace Cathedral.

Grace Cathedral has had a choir of men since its founding as an institution in 1906, and boys' voices were added in 1913. Today, the choir is comprised of 13 professional alto, tenor, and bass male-identified staff singers, and 24 boys in 4th – 8th grade. The Cathedral School for Boys, a K-8 private day school, was founded in 1957, in part to supply choristers for the choir. Current enrollment is approximately 300. All 2nd grade boys are auditioned for the cathedral choir; those who join go through a 3rd grade probationary year and are invested as full choristers in 4th grade.

The choir sings weekly at Evensong on Thursdays and Eucharist on Sundays, year-round; the staff singers perform as an ATB ensemble when the choristers are on vacations. The choir has toured domestically and internationally on a regular basis, and regularly performs with orchestral and brass ensembles at certain major feasts throughout the year. A week-long chorister camp each year in August helps pave the way for each coming season.

The Canon Director of Music oversees the Office of Music, which consists of a Music Administrator; an Instructor of Voice and Music Theory, who teaches chorister grade classes during the school day and generally collaborates on their training; and an Associate Director of Music, who serves as principal organist, accompanist and manages various departmental operations.

Job Duties

- Hire, train, supervise and evaluate all employees in the Office of Music.
- Lead chorister, full choir, and staff singer rehearsals.
- Collaborate with the Associate Director of Music to plan choral repertoire.
- Audition potential choristers, staff singers, and substitute staff singers.
- Collaborate with Instructor of Voice and Music Theory on chorister training and grade classes.

- Collaborate with Associate Director of Music and relevant cathedral staff to explore the development of a mixed, adult volunteer choir, and an after school mixed or girls' choir program.
- Form and relaunch a volunteer-based, mixed choir and/or other choirs or choral groups to supplement worship music.
- Oversee the Associate Director of Music in planning hymns, improvisations, and voluntaries at regular cathedral liturgies, diocesan liturgies, and school chapel services.
- While being an organist is not a requirement, the Canon Director for Music must oversee and organize the organ rota.
- Collaborate with the Associate Director of Music to plan hymns, service music, choral repertoire, organ voluntaries, and concert programs.
- Partner with cathedral clergy and staff on funeral, wedding, and other liturgical service music.
- In concert with the Canon Precentor and diocesan staff, plan music for diocesan liturgies at the cathedral.
- Plan and oversee music tours, camps, and other activities for choirs, musicians, and staff.

Job Requirements

- Masters of Music or equivalent and a minimum of four years' experience conducting choirs and working with children.
- Familiarity with the Episcopal Church.
- Fluency in Kodály Movable-Do solfège, Curwen hand signals, and choral techniques.
- Strong keyboard skills, including accompaniment at sight and transposition.
- Ability to work with musicians at all skill levels.
- Demonstrated enthusiasm for a wide range of repertoire.
- Must work Sundays, Christmas Eve, Christmas Day, and Easter.
- Core functions of the job require being able to stand for extended periods, see and hear the choir and instrumental accompaniment sufficiently to train, rehearse and conduct the choir.
- Reasonable accommodations will be made to enable qualified individuals with disabilities to fulfill essential responsibilities of the position.
- Fingerprint clearance through Department of Justice for Child Abuse Index Check and Criminal Record Statement required post offer.

Salary & Benefits

We understand and believe that to attract and retain exceptional colleagues it is essential that compensation be highly competitive – and it is. The salary for this position will be determined based on the candidate's experience, skills and education.

Our benefits package includes 100% premiums for medical, dental and vision coverage for employees and 100% for spouse and dependents. Our retirement plan comes with a 5% employer contribution and up to 4% employer match. Along with generous paid vacation and sick time, we also have 14 paid holidays a year, including your birthday.

How to apply

- Email cover letter along with résumé to jobs@gracecathedral.org
- Include position title in the email subject header.
- No phone calls please.