

**ARCHDIOCESE OF SAN FRANCISCO
JOB DESCRIPTION**

Position Title: Archbishop's Schola Singer

**FLSA: Non-exempt – Part Time / Hourly
(not to exceed 5hr/wk)**

Supervisor: Archbishop's Executive Assistant

Revised: September 30, 2024

The mission of the Archbishop's Schola is to sing the Catholic Church's treasury of sacred music for the glory of God and the sanctification of the faithful. The ensemble aims to promote the Archbishop's vision of beauty in the liturgical life of the Archdiocese of San Francisco by singing a substantial repertory of sacred music for liturgies celebrated by the Archbishop of San Francisco, and to build up a culture in which choral sacred music is prayed, appreciated, and sung with skill and regularity.

PRIMARY OBJECTIVE

To prepare and sing with excellence the music programmed for liturgies with the Archbishop's Schola, and to mentor volunteer singers in the ensemble.

MAJOR AREAS OF RESPONSIBILITY

Musical and Professional

- Attend and provide professional-level singing for rehearsals, performances, recording sessions, liturgies, and Masses, according to the calendar provided before the start of a season
- Prepare and present any vocal solos assigned by the Music Director
- Provide vocal leadership to volunteer singers during rehearsals, performances, liturgies, Masses, and any other occasions appointed by the Music Director
- Prepare and bring own copies of music provided electronically by the Music Director ahead of rehearsals, either by printing paper copies or downloading electronic copies onto an electronic device

HR/Payroll

- Singer will be paid at the hourly rate of USD \$60 for both rehearsals and liturgies
- Ensure through ADP that all timekeeping is properly recorded and submitted on a timely, bi-weekly basis
- Work with Archdiocesan Payroll Department to ensure that all information is current and accurate

Image

- Behave respectfully and reverently in all liturgies and rehearsals, ensuring that one's actions and words do not detract from the prayerful participation of all
- Demonstrate support of the Catholic mission and maintain all forms of communication to include social media to uphold the reputation of the Archdiocese and the Archbishop

- Refrain from public actions and speech which insults the Catholic Church
- Maintain a professional wardrobe as required by the occasion

EXPERIENCE/EDUCATION

- Knowledge and appreciation of the Catholic liturgical arts and practices
- High degree of proficiency in the art of solo and ensemble singing in a wide range of styles, ranging from Gregorian chant, Renaissance polyphony, to contemporary choral compositions
- Strong ability in sight-reading music in both modern and chant (square) notation
- Previous professional choral singing experience
- Previous experience providing vocal leadership to volunteer singers
- Knowledge of common languages used in choral music, e.g., English, Latin, Spanish
- Proficiency in the International Phonetic Alphabet
- Willingness to improve knowledge and skills through course work and professional associations

Application

- Please send the following materials to Karen McLaughlin at mclaughlink@sfarch.org for an initial screening
 - CV or resume
 - A sample solo voice recording demonstrating facility with singing sacred music; can be sent via mp3 or YouTube video
- If passed through the initial screening, applicants will be invited to an audition at an arranged time during October, 2024. During the audition, applicants will be asked to sing their part in two pieces of assigned choral music, a piece of chant, and to sight read both modern and chant (square) notation.