

Question



# Posting Music Jobs

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A resource for Music Directors, Pastors and Search Committees in the Archdiocese of Baltimore.

## Answer



## Posting an Available Church Music Job in the Baltimore Archdiocese; A resource for Music Directors, Pastors and Committees.

One of the (hopefully) least frequent tasks we have to do in the church is advertise for and hire a musician. And as tedious as it may be, it is very important that we take this very seriously as an opportunity for growth in our musical, liturgical and communal lives.

Being such an infrequent task, however, it usually leaves us with questions as to where and how to advertise. My goal with this document is to create a somewhat comprehensive list of local and in some cases national resources for posting a job opening. The list is not exhaustive and I cannot emphasize enough the power of getting the word out in your own community and peer groups as well as the enormous effect that simple word of mouth has on finding potential candidates.

Some of these groups also may have their own requirements, suggestions or even fees. Contact them first and inquire whether or not you can send them a listing.

When creating a job posting, take a look at other postings out there to get some idea of what you should include. But start with the basics: Duties/Responsibilities and Qualifications. Be as specific as possible:

- What day of the week are rehearsals?
- How many hours does the position entail? (Hours include but not limited to: weekend Mass(s), rehearsals, meetings individual music practice, music selection, music preparation, library maintenance, scheduling, communication, managing budget, etc.)
- What is the salary? Is it negotiable and is the person eligible for benefits?

And don't forget about these:

- Start date when the position becomes available
- Contact information, where to send resumes, etc.
- Tell the organization showing your posting when the job has been filled

Keep in mind that this is not a complete list of resources; there are certainly other places to search for a prospective music minister and you should avail yourself of all possibilities.

If you have a resource not listed and would like to include it, or would like to suggest a correction please contact Stephen Lay at: [slay@res-ec.org](mailto:slay@res-ec.org)

# Professional Music Organizations



## National Association of Pastoral Musicians (NPM)

Contact Kathleen Haley: [haley@npm.org](mailto:haley@npm.org)

Fee: \$75/member, \$100/non member, for two months

More information:

<http://www.npm.org/Membership/hotline.html#Fees>

## National Association of Pastoral Musicians (NPM)

### Baltimore Chapter

Regularly posts job positions on their website:

[www.npmbalt.org](http://www.npmbalt.org)

Contact Tom Bozek, chapter president:

[tbozek@immaculateheartofmary.com](mailto:tbozek@immaculateheartofmary.com)



## NPM DC chapter

Publishes a monthly newsletter which includes a listing of available positions.

Contact Charlene Dorian, chapter president:

[mcdorrian@yahoo.com](mailto:mcdorrian@yahoo.com)

## American Guild of Organists (AGO)

Publishes available positions on their website and newsletter.

Visit the following link for instructions:

<https://www.agohq.org/careers/positions-available/>

\$75 for first month, \$95 for two months



## Baltimore Archdiocese



### Archdiocesan internal postings

Send to Regina McCurdy in Human Resources:

[rmccurdy@archbalt.org](mailto:rmccurdy@archbalt.org)

### Archdiocesan Bulletin

The Archdiocesan Bulletin is sent electronically to all parishes in the Archdiocese.

Contact Sean Caine: [SCaine@archbalt.org](mailto:SCaine@archbalt.org)

Or follow this link to submit a bulletin item:

<http://www.archbalt.org/news-events/bulletins/submit-bulletin.cfm>



## Schools and Universities



### **Peabody Institute**

Music Entrepreneurship and Career Center

They publish a listing of available jobs on their website:

<http://www.peabody.jhu.edu/conservatory/mecc/jvb/church.html>

Please refer to their instructions and send job listing to:

[mecc@jhu.edu](mailto:mecc@jhu.edu)

### **University of Maryland College Park School of Music**

Will post a hard copy of your listing on the school's bulletin board.

Contact Jeannette Oliver at: [jlo@umd.edu](mailto:jlo@umd.edu)



### **Towson University School of Music**

Will post a hard copy of your listing on the school's bulletin board.

Contact Michael at: [mdecker@towson.edu](mailto:mdecker@towson.edu)

### **Loyola University Maryland, The Career Center**

Submit a short statement to Mary DeManss

410 617-2692 (Direct dial)

[mdemanss@loyola.edu](mailto:mdemanss@loyola.edu)



### **The Catholic University of America**

Benjamin T. Rome School of Music

Will post a hard copy of your listing on the school's bulletin board.

Send your listing to: [cua-music@cua.edu](mailto:cua-music@cua.edu)

202-319-5414

### **Howard County Community College**

Please include the following information: Name of Employer, Contact Person and Information, An Organization Website, Position Title, Job Description, Position Requirement, Salary Information

Hsien-Ann Meng

[Hmeng@howardcc.edu](mailto:Hmeng@howardcc.edu)

443-518-4107



## Other Resources



### **Catholic Review**

You may purchase an ad within the Catholic Review  
Follow this link for more information.

<http://www.catholicreview.org/Advertise.aspx>

Prices vary

### **Catholic Jobs .com**

A website where you can advertise your position.

Sign up, submit and pay for your ad here:

[www.Catholicjobs.com](http://www.Catholicjobs.com)

Cost: \$29



### **Catholic Source**

A website where you can advertise your positions.

Sign up, submit and pay for your ad here:

<http://www.catholicsource.org>

Cost: \$30

### **American Guild of Organists**

Salary Guide

<https://www.agohq.org/careers/salary-guide/>



### **National Association of Pastoral Musicians**

The Director of Music Ministries in the Parish: Work and  
Remuneration

<http://www.npm.org/Sections/DMMD/salaryguidelines.htm>