



Employer Information:

Entity: Newman Catholic Campus Ministry

Job Title: Director of Music Ministry

Hours: 12-20 hours per week - specific office hours TBD during standard work day hours

Duration: 2025-26 Academic Year, with renewable

Category: Part Time B

FLSA Status: Non-Exempt

Wage/Stipend: \$15/ hour starting

Location: Duluth, MN

Officing: Work is to be done at the "Newman Office House"

Provided: iPad and workspace, bulldogCatholic email

Supervisor: Chief of Staff and Strategy

Date Prepared:

Job Summary

The Director of Music Ministry is a practicing Roman Catholic. They are in good standing with the Church and participate in a sacramental life. They successfully aid the mission to help the unchurched become disciples and equip disciples to become apostles through sacraments, formation, & fellowship. They assist the pastor to create an atmosphere of celebration, dignity, and reverence to God through music for all liturgical services. Lead and coach the Church music program to include choir(s), vocal, instrumental and other phases/expressions of musical experience with the goal of enabling hearts to pray through music. This position functions primarily as the coordinator of the liturgical music for Masses held by Duluth Newman.

Principle Responsibilities

- Administrative - hold auditions, delegate group assignments, arrange calendar, and collaborate with Leadership Team Liturgy Committee Head to ensure no ministry overlaps.
- Communication - communicate music choices with the pastor for approval and relay decisions to music teams well in advance. Define standard of weekly practice for music groups.
- Additional - coaching groups in areas of improvement, select musicians for Thursday Masses, regularly recruit singers and musicians, develop workshops, and materials for groups. Recruit and train individuals and help to maintain the sound system for Kirby Mass.

Preferred Qualifications:

- Must be an active practicing Catholic that is willing to support the mission of this ministry and that of the Universal Catholic Church.
- High School graduate
- Displays resilience, over the top hospitality, and a zeal for mission
- Understanding and advocacy for the ministry of bulldogCatholic

- Computer literate with working knowledge of Microsoft Office, Excel, and other similar programs
- Attention to detail and ability to lead / delegate
- Excellent written, verbal, and organizational skills
- Healthy knowledge of music and have some education in liturgical music or can show a healthy understanding of liturgical music
- Be able to accompany musicians on piano
- Exhibits organization and communication skills
- Preferred that the MD would possess some familiarity with liturgical Latin pronunciation
- Work with minimum supervision
- Demonstrates a strong work ethic and reliability
- Successfully pass a criminal background check
- Possession of a valid Driver's License
- Preferred that the MD has familiarity with antiphons, sacred hymns and sacred polyphony
- Must possess basic skills in teaching music to others
- Preferred that the MD would possess some familiarity with liturgical Latin pronunciation
- Basic understanding of the traditions, culture and liturgical celebrations of the Catholic Church

Work Schedule:

Flexible work hours, with times to be set upon hire. The MD will be expected to be available for Sunday liturgies.

Work Conditions:

- Able to lift materials - not to exceed 35 lbs
- Normal office environment
- While performing duties of this job, the employee is exposed to moderate noise levels in the work environment
- Flexibility between Newman House, Newman Office House, and Cathedral of Our Lady of the Rosary

To Apply: Please email Lauren a resume and cover letter at lauren.hopke@bulldogcatholic.org

Taking applications until this position is filled.

Job Posted: March 2025

Applications Close: April 14, 2025

Interviews: April 22, 2025