

**Director of Children’s Music & Drama**  
Job Description

Job Title:	Director of Children’s Music & Drama	Job Code:	MU-375
FSLA:	Exempt	Hours/Week:	40 hours
Incumbent:		Department:	Worship Arts
Revised:	July 13, 2021	Supervisor:	Director of Music & Worship

**General Function**

The Director of Children’s Music & Drama is responsible for helping develop the spiritual life of the congregation through creative fine arts. This role provides oversight, coaching and supervision to the children’s music and drama ministries and collaborates closely with the Youth Music Ministry and the Children and Family Ministries of Manchester UMC. This person must have a love for music and drama and a passion for developing community as well as the abilities of others. This individual will be able to engage and lead persons of all ages and experience levels.

This person will be highly organized, an excellent communicator and able to exercise good judgement in a variety of situations. They will be able to independently and successfully coordinate efforts from conception to completion. This person must be able to simultaneously handle competing priorities and confidential matters in a professional and timely manner. This person will be a compassionate and collaborative leader, who is committed to, and supports, the vision and mission of Manchester UMC and its leadership.

**Entry Requirements/Qualifications:**

- A Bachelor’s Degree in Music or at least 5 years of experience leading musical programs
- Must be able to sing and effectively teach music to children
- Basic piano skills are preferred
- Drama, theater, and/or dance experience is a plus
- Church staff experience is a plus

## Primary Duties and Responsibilities:

### Program Oversight and Management

- Lead, coach, supervise and evaluate the following direct reports and related programs:
  - SonShine Singers Choir Director (Grades K-1)
  - Joyful Noise Choir Director (Grades 2-3)
  - Music Makers Choir Director (Grades 4-5)(Note: This role will be expected to lead one of the above choirs)
- Lead, coach and supervise the drama, scenic arts and liturgical dance ministries
- Develop and lead the music activities/times of children's Sunday School in collaboration with the Director of Children and Family Ministries
- Promote the smooth transition of 4-5 grade singers into the Youth Choir in collaboration with the Youth Choir Director
- Review and approve budgets for all assigned staff and functions
- Provide financial oversight for all assigned staff and functions

### Choir, Drama and Dance Leadership

- Identify and recommend opportunities for music, drama and dance to support the worship and spiritual life of the congregation
- Lead rehearsals and performances
- Actively recruit program participants
- Find opportunities to encourage and recognize participants
- Providing coaching and development opportunities to participants including field trips, guest speakers, etc.
- Seek to develop a supportive community of participants
- Develop and maintain rehearsal and performance schedules for participants and their families
- Keep participants as well as their parents/guardians informed about program expectations, dates, opportunities, etc.
- Maintain up-to-date records, including database and attendance with assistance from the Administrative Assistant for Worship/Music
- Respond to participants as well as parents/guardians in a timely and sensitive manner.
- Recruit and coordinate volunteers to help with logistics
- Assist in planning and providing music, drama and dance for special presentations as needed
- Identify and coordinate opportunities for participants to gain exposure to creative fine arts outside of Manchester UMC
- Work collaboratively with the Administrative Assistant for Worship/Music and the Communications Team to ensure performances are advertised in a timely and effective manner

### Other

- Serve as a member of the Worship Planning Team
- Provide music, drama and dance support to Vacation Bible School and special worship services, etc.
- Protect and maintain confidentiality across all settings and forms of communications
- Foster strong working relationships with Manchester UMC staff and coordinate with them on systems, procedures, policies, and vision to ensure alignment
- Other duties as may be assigned by the Director of Music and Worship to support the ministry of Manchester UMC

### **Skills & Talents**

- Must have a passion for Christian ministry as expressed by Manchester UMC
- Must have excellent verbal and written communication skills
- Must be collaborative, compassionate, creative, innovative, and solutions-oriented
- Must be able to work independently as well as in team environments
- Must possess strong time management skills and excellent organizational abilities
- Must be comfortable addressing and resolving conflict in a healthy way
- Must be able to handle sensitive and confidential information appropriately

### **Work Environment**

- This person is expected to work 40 hours per week including some weekends and evenings
- This role will have access to the Communications Team to assist with communication and marketing needs
- Position is eligible for employer retirement account contributions, health insurance, paid holidays, vacation days, sick days and continuing education
- Manchester UMC is a large, historic, and vibrant United Methodist church located in West St. Louis County, Missouri. More information about the church can be found online at <http://www.manchesterumc.org/about>

### **Comments**

- The above statements are intended to describe the general rule of this job and the level of work performed by employees in this position. The job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by their supervisor.
- Requirements are representative of minimum levels of knowledge, skills, and/or aptitudes to perform each duty proficiently. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

### **TO APPLY:**

Interested applicants should email cover letter and resume to [hr@manchesterumc.org](mailto:hr@manchesterumc.org). No phone calls please.