

# **Southminster Presbyterian Church Job Description**

**TITLE: KEYBOARDIST**

**GENERAL PURPOSE:** To establish an enthusiastic, positive environment to enhance Southminster's music ministry and other programs of the church.

**PROFESSIONALISM:** Staff are expected to support Southminster goals and values; to work both independently and cooperatively with the Southminster team; to respect and support fellow staff and congregation members; to communicate clearly; to take initiative to help resolve problems; to be adaptive to change; to seek self improvement and embrace one's own responsibilities for excellent job performance.

**SPECIFIC PURPOSE:** To provide appropriate accompaniment in coordination with the musical activities of the church.

**DURATION:** At-Will

**CLASSIFICATION:** Non-Exempt

**WORK PERIOD:** Year-Round

**EXPECTED TIME COMMITMENT:** 40 hours per month

**ESSENTIAL FUNCTIONS:** Subject to review and adjustment in conjunction with the Worship Committee, the Director of Music Ministries, and the Pastor as Head of Staff, the following constitute the primary duties:

1. To plan and select keyboard music in keeping with the church calendar and worship schedule, consulting with the Director of Music Ministries on a continuing basis for worship services throughout the year
2. To accompany soloists, instrumental or choral ensembles when needed
3. To accompany choir rehearsals
4. To rehearse sufficiently for optimum performance at the instrument
5. To arrange for an adequate substitute when not able to be present
6. To provide leadership and commitment to the music program.
7. To have the two pianos maintained and tuned at least 4 times per year for the Boston grand and 2 times per year for the Yamaha upright.

**ACCOUNTABILITY & EVALUATION:** Work objectives and performance review to be conducted annually by the Personnel Committee and Head of Staff, with input from the Director of Music Ministries.

**QUALIFICATIONS:** Basic requirements are as follows:

- At least a Bachelors Degree in music with an emphasis on keyboard or equivalent in experience
- Command thorough knowledge of the instrument, excellent music reading skills and accompanying techniques
- Thorough knowledge of sacred, classical, contemporary music, and literature
- Knowledge and sensitivity to work with the Director of Music Ministries and the music ensembles
- Ability and willingness to work with individuals as part of the overall music program
- Good communication skills, including written, verbal, and electronic communication skills.

**JOB LOCATION:** Southminster Presbyterian Church, Beaverton OR

**EFFECTIVE DATE OF JOB DESCRIPTION:**

13 September, 2012 (approved Personnel Committee)

12 September, 2013 (revised and approved Personnel Committee)