



SAMPLE JOB DESCRIPTION

Example 1

The Cantor will be an integral part of sustaining and growing our temple family and the Congregation's Jewish identity. The Cantor is part of our clergy team, tending to the spiritual life of the Congregation through music and song. As a teacher of Hebrew, liturgy and Torah, the Cantor will imbue the love of language and text in both children and adults. The Cantor should be collaborative, innovative and creative while showing a true understanding of, and respect for, traditional Judaism. To this end, our Cantor's job description, while open and flexible, would include the following:

Clergy Responsibilities

- Collaborate with clergy in creating and leading innovative and meaningful worship
- Holiday and Festival worship
- Adult worship as well as family worship
- Torah reading and/or supervision
- Participate in Life Cycle events of congregants
- Share pastoral duties
- Alternative Services including Tefillah Band and Healing Services

B'nai Mitzvah Program

- Willingness and ability to assume full responsibility for B'nai Mitzvah preparation
- Oversee Hebrew School tutors and B'nai Mitzvah tutors
- Tutor B'nai Mitzvah children
- Evaluate students, ensuring they are fully prepared for their B'nai Mitzvah

Musical Direction

- Supervise and direct all congregational music programs
 - Select music
 - Recruitment and Supervision of adult choir
 - Oversee Music Specialist
 - Junior choir
 - Music teaching in religious school
- Hire and coordinate accompanists and other musicians
- Mentor members of congregation who are interested in singing for the congregation
- Encourage musical participation by congregation

- Create other musical events for the congregation
- Comfort in a variety of musical styles
- Playing a musical instrument a plus

Education and Religious School Responsibilities

- Willingness and ability to teach a variety of ages and interest groups. This may include:
 - Adult education classes
 - Youth and Adult Hebrew classes
 - B'nai Mitzvah class and tutoring

Synagogue Leadership, Administration and Community Responsibilities

- Work within an established budget
- Help with fundraising
- Attend and participate in weekly professional staff meetings
- Attend and participate on Ritual Committee
- Participate in varied community events (Jewish and interfaith)
- Attend professional conventions

Special Programming and Event Responsibilities

- Work with various Guest Artists
- Participate in interfaith and/or other community concerts
- Other programs and events as necessary