



AMERICAN CONFERENCE *of* CANTORS
Sacred music. Spiritual leadership. Jewish life.

SAMPLE JOB DESCRIPTION

Example 2

The Cantor works in conjunction with the Senior Rabbi of the congregation. S/he is a member of the worship, education, and program teams and works collaboratively with other team members. S/he is also a staff member of _____ and works collaboratively with all other congregational staff and lay leadership to achieve our mission. Responsibilities include:

Long term

- Working with the program team and lay leaders to set a musical vision for the congregation
- Taking primary ownership of implementing this vision, calling on Program Team and lay resources where appropriate
- Working with the Education Team to integrate B'nai Mitzvah preparation into our ongoing education programs
- Working with the Education Team to integrate Jewish musical education into our ongoing education programs and taking primary responsibility for implementing

Ongoing

- Working with the worship team to determine the music for each worship service, singing at each service, and working with the worship team to review each service, including Shabbat, Festivals, High Holy Days, Young Families, and other congregational worship services
- Working with the High Holy Day choir and choir director
- Supervising B'nai Mitzvah tutors and the progress of each Bar/Bat Mitzvah student
- Working with B'nai Mitzvah students for approximately 30 minutes per week for the six weeks prior to their ceremony to finish up any preparation needed and to prepare them and their families for the experience of being on the bima
- Working with Sunday Program Director on music for Sunday Program
- Attending youth and adult retreats as B'nai Mitzvah schedule allows
- Performing pastoral and life cycle duties and visits to the sick
- Teaching an ongoing adult education class on Sunday mornings (approx 11 sessions) and Adult B'nai Mitzvah plus Confirmation and Hebrew High School
- Recommending and managing the music budget
- Hiring all musicians, with assistance on contracts and negotiations from Executive Director

In addition, the Cantor will participate in some combination of the following to be determined in consultation with the Senior Rabbi:

- Creating periodic programming around holidays or other events
- Being the primary staff liaison to additional ongoing programming or committee work such as Social Action, Havurot, Outreach, Young Adults, Young Families
- Musical programming for children such as children's or teen's choirs, drama, songwriting or producing CD's
- Musical programming such as concerts, musical education