

St. Anne Roman Catholic Parish
JOB DESCRIPTION

Title: Sacred Music Administrative Coordinator (Part-Time)
Department: Music
Supervisor: Director of Sacred Music
Contact: Claire Halbur (claireh@stanneaz.org)
Date updated: January 20, 2026

Purpose and Scope

To support the liturgical life of the parish, this part time position (20-28 hours/week), under the supervision of the Director of Sacred Music, assumes the responsibility of assisting the director in the varied and numerous administrative and musical aspects of Saint Anne's large, multi-generational sacred music program: supporting music office communication and collaboration with volunteers, cantors, choir members, choir parents, accompanists, instrumentalists, and parishioners; working behind the scenes on key organizational program elements; and assisting with setup, cleanup, and logistics of weekly rehearsals when needed. Schedule flexibility preferred (to be discussed further during interview).

Essential Job Functions

- Assist with building and maintain the parish's vast music library.
- Assist with coordination of choir google calendars and parish calendar for music department activities.
- Assembly and distribution of music packets for cantors, choristers, accompanists, and instrumentalists.
- Custody and maintenance of digital audio library along with regular upkeep (for each block/holy day) of all choir practice playlists.
- Weekly preparation of accompanist binder with all necessary scores.
- Regular preparation and printing of Orders of Worship for Sundays and holy days, and oversight of setup/distribution/cleanup.
- Assist with preparation and coordination for special events, including Spring Concert, youth bootcamps, choir festivals and retreats.
- Help onboard new choir members with calendar/Flocknote/playlist.
- Data entry and record-keeping for choir rosters and attendance, when asked.
- Score preparation, as asked by director.
- Flocknote communications, as asked by director.
- Printing and posting of regular music block schedules to determined locations.
- Printing of monthly clergy schedule for director and assistant.
- Interfacing with accompanists and cantors regarding scheduling and repertoire.
- Annual SET communications, collaborative record keeping with SET coordinator, and face-to-face interviews with new adult volunteers.
- Collaboration with key volunteers on youth choir uniform processes and records (beginning of choir season).

Additional Job Functions

- Draft work on music repertoire lists and schedules, when requested.
- Development projects for music department, including but not limited to wedding/funeral forms and score collections, congregational pew resources, and cataloging digital music files.
- Coordination, when delegated, to book music personnel for weddings and funerals or to interface with couples/families on music questions.
- Assistance in processing music office event/uniform fees and invoices, when needed.
- Performs any other job-related duties as directed by the supervisor, administrator, or pastor.

Knowledge, Skills and Abilities Required

- Ability to maintain a cooperative attitude and effective working relationship with parish employees, volunteers, and parishioners.
- Adapability to the varied needs of a large-scale music program.
- Efficient and reliable completion of and communication around assigned duties.
- Ability to constructively receive direction and correction from supervisor(s).
- Consistently organized time management and task follow-through.
- Strong computer skills to be applied to Microsoft Word, Excel, Google suite, Dropbox. Capacity to learn other design and/or notation softwares, including Source & Summit for Order of Worship layout.
- Healthy attention to detail.
- Music literacy in treble, bass, and chant clefs (to understand library scores).
- Basic keyboard knowledge (sufficient to play a single line melody or part for score analysis or making practice tracks).

Bonus Skills (not required but candidate may be asked to develop):

- Ability to notate and edit scores in Finale and/or other notation softwares.
- Competency to learn Gregobase chant engraving (if skill not yet aquired).
- Competency to learn basic audio track editing (ie splicing).
- Familiarity with Canva and/or other design softwares for basic visual graphic projects.

Minimum Qualifications

- Undergraduate degree preferred.
- Practicing Catholic living in fidelity to the Church.
- Volunteer and/or work experience in office environments (minimum 2 years).
- Safe Environment compliant as per the Diocese of Phoenix.

Interested candidates, email resume and cover letter to Claire Halbur, Director of Sacred Music (claireh@stanneaz.org).

Parish website: www.stanneaz.org

This “trailer” showcases the rich liturgical life of St. Anne, Gilbert: [2024 Candlelight Midnight Mass](#)