

Immanuel Presbyterian Church  
9252 E 22<sup>nd</sup> St. Tucson, AZ 85710  
520-296-2253

Job Description  
HANDBELL CHOIR DIRECTOR

**Overview:** The Handbell Choir Director supports the traditional worship services from October through April. Immanuel has three handbell choirs organized according to age and ability: Immanuel Ringers is a beginner level choir for 4<sup>th</sup> grade through early high school; Jong Sory is an intermediate level choir for adults and older youth; and Los Campaneros is an advanced level choir of mostly adults. Rehearsals are on Wednesday evenings. This is a part-time position requiring approximately 10-15 hours per week; as such, there is no paid vacation or other benefits. The position requires approximately 24 weekly rehearsal nights and 11-12 performances (Sunday mornings and Christmas Eve) over a period of 7 months (October through April). The salary is \$4,200 for the 7 months payable bi-weekly.

**Qualifications/Requirements:**

- Familiarity with Protestant worship.
- Musical education and experience sufficient to successfully perform the responsibilities listed below.
- Knowledge of handbell technique and demonstrated ability to teach and direct children, youth, and adults in playing handbell compositions and arrangements.
- Must be available on Christmas Eve.

**Responsibilities:**

- 1) Plans, selects, and purchases handbell music of appropriate difficulty for each choir.
- 2) Recruits members and teaches choirs in weekly rehearsals (total 2-1/2 hours rehearsal time).
- 3) Rehearsals and directs the handbell choirs during Sunday worship when scheduled. Scheduling will be coordinated with the Director of Traditional Music.
- 4) Chooses music appropriate to Christian worship and appropriate for the season.
- 5) Arranges to have an additional adult, preferably a parent of a choir member, in the room during Immanuel Ringers rehearsals. Must review and sign an acknowledgement of Immanuel's Sexual Harassment Policy (see <http://immanuelpc.org/FormsampPolicies>).
- 6) Maintains the handbell music library and purchases new music out of budgeted funds, and in coordination with the Director of Traditional Music.
- 7) Coordinates the maintenance of the handbells and hand chimes with the Director of Traditional Music.

**Relationships:** The Handbell Choir Director is accountable to the Director of Traditional Music.

**Equipment:**

- 4+ octaves Malmark bells (refurbished 2016)
- 3 octaves Malmark choir chimes
- Tables with pads
- Wide variety of professional-quality percussion instruments

**Physical Demands:** The main physical demands of the job involve assisting the custodial staff in taking out bell cases from under the tables. While the custodian is usually available to assist, this aspect of the job may require the lifting and carrying of up to 30 pounds during a typical week.

**To Apply:** Submit cover letter and resume to [john@immanuelpc.org](mailto:john@immanuelpc.org). This job posting will remain open until the position is filled. An audition will be expected. If you have questions not answered on this page, please call the church office at 520-296-2253 to be connected with Dr. Walter W. Schurr, our Director of Traditional Music.