

## **Grace Cathedral Seeks Associate for Liturgy**

Grace Cathedral, and Episcopal Church and the seat of the Bishop of California, seeks an **Associate for Liturgy**. Under the direction of the Canon Precentor, the Associate for Liturgy leverages broad knowledge of liturgy and practices in the Episcopal, Roman Catholic and/or Lutheran traditions for effective production of cathedral worship. To apply, visit <https://www.gracecathedral.org/liturgyhireapply>.

The role manages and maintains systems necessary for all regular, weekly services and special services throughout the year; s/he also lays out and publishes relevant documents. Duties include:

- Production of all service leaflets in keeping with branding and communications standards
- Bi-monthly electronic scheduling of all liturgical ministers and weekly communications with the same
- Weekly preparation of altar books and other custom materials
- Liaising with Equipment/Office Manager for all liturgical printing needs

## **Requirements**

- Current or recent employment in a highly structured or systematic environment: publications, research, event or electronic data management are good examples of jobs that require systematizing and producing from large quantities of information of different types with different inputs.
- Familiarity with liturgy in the apostolic tradition and willingness to deepen current knowledge.
- Sophisticated use of MacOSx and ability to work in a cross-platform environment.
- Expertise in one of two areas, and willingness to learn the other:
  - InDesign CSx document management, including: templates, master pages, style sheets, links, font management, and preflight; or
  - Data management, including: multi-tab spreadsheets with vlookup, search, and long formula strings.
- Strong interpersonal communication skills; ability to provide the same information in different ways to a variety of audiences.
- Prior volunteer management experience is highly desirable.
- Musical literacy; this position will need to read music well enough to generate a melody of a hymn or brief 4-part chant in Finale.
- Strong time management skills; ability to anticipate production needs and deadlines.
- A personal disposition that includes enjoying the regularized and repetitive elements of the job, while being committed to ongoing, gentle improvements in product and process.

## **Work Schedule**

The Associate for Liturgy works in cathedral offices Tuesday through Friday during standard business hours. The role is also expected to have regular presence at principal Sunday and seasonal liturgies. This position is full-time, non exempt. Seasonal overtime may be requested.

## **Compensation and Benefits**

Competitive non-profit salary with excellent benefits, including full health coverage and generous employer-matched 403b. Room for growth and active mentorship.

*All Grace Cathedral employees are required to complete training for Standards of Conduct and Protection of Children and Youth within 30 days of hire.*

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