



MUSIC ADMINISTRATOR

August 2026

Classification: Non-exempt

Status: Part-time Limited

Reports to: Organist and Director of Music

Location: Downtown Chicago, IL

Position Summary

The Music Administrator is responsible for overseeing and coordinating the Friday Noonday Concert Series, managing payroll and accounts payable for the Music Department, assisting in communication and promotion of concerts/events, and some clerical work as assigned. This position supports the Music Department by ensuring efficient operations, high-quality service, and effective collaboration across departments.

Essential Duties and Responsibilities

- Oversee the Friday Noonday concert series including: booking of artists, correspondence with musicians and weekly printed programs.
- Attend, in person, the Friday Noonday concert series in the absence of the Organist and Director of Music.
- Track, enter, update, and approve payroll hours of musician employees.
- Ensure musician contractors and vendors are paid in a timely manner.
- Oversee the documentation and reporting of all music performed in worship services and concerts to the relevant copyright agencies and ensure that all copyright and streaming licenses are current and in compliance with usage requirements.
- Work in collaboration with the communications department to publicize and promote music events and the music department.
- Perform other duties as assigned.

Schedule

Flexible hybrid schedule Monday-Friday, 15-19 hours/week

Compensation

The hourly range for this position is \$25.00-\$30.00/hour, based on experience and qualifications.

Qualifications and Requirement

Education

- Bachelor degree in music, office administration or related field preferred.

Experience

- 2-3 years in music/arts administration or office administration.

Knowledge, Skills, and Abilities

- Strong communication and interpersonal skills.
- Excellent organizational and time-management abilities.
- Knowledge of classical and sacred music repertoire and terminology.
- Ability to maintain confidentiality and exercise sound judgment.
- Ability to work independently and collaboratively.
- Knowledge and connections with the greater Chicago music community.
- Proficiency in Microsoft Office (Outlook, Word, Excel), Windows-based systems and use of standard office equipment.
- Comfort working in a multicultural, faith-based environment.

Physical Requirements and Work Environment

The physical demands and work environment described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodation may be made to enable individuals with different abilities to perform essential functions.

- Pro-longed periods of sitting and standing required.
- Ability to participate in virtual communications including email, video conferencing, and online collaboration tools.
- Smoke- and drug-free (illegal or recreational) work environment.
- Ability to lift, carry, push, or pull objects up to 30 pounds.
- Fourth Church aims for accessibility in any off-site location under its control, though some locations may not be fully accessible.

EEO Statement

Fourth Presbyterian Church and Chicago Lights are committed to equal employment opportunity for all qualified persons, without regard to race, color, citizenship status, national origin, ancestry, sex, sexual orientation, gender identity and/or expression, age, creed, physical or mental disability, marital status or familial status, veteran status, military status, source of income, political affiliation, or any other factor protected by law. Fourth Church and Chicago Lights seek to build and retain a diverse staff and is committed to fostering an equitable and inclusive workplace where everyone is treated as a respected and valued member of the team.

Fourth Church and Chicago Lights are committed to elevating the voices of individuals of all backgrounds, including but not limited to women and people of color, Native people, immigrants and refugees, low-income people, LGBTQ+, and transgender, gender non-conforming, and non-binary people, people with disabilities, and accordingly encourage qualified individuals from all communities to apply.