

# Vacancy Announcement/Job Description

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**Conservatory Director**  
**Hawthorne Conservatory and The Master's Academy**  
**Central Presbyterian Church**  
406 Randolph Avenue, S.E., Huntsville, Alabama 35801-4199

Central Presbyterian Church (CPC) is a well-known and established congregation in the historic downtown area of Huntsville, Alabama. Founded in 1810, CPC is now a member of the Evangelical Presbyterian Church. CPC holds a Reformed understanding of theology, an evangelistic understanding of our call to reach the lost, and a missional understanding of how we are to live out this faith the Lord has given us. The Hawthorne Conservatory is a ministry of CPC. Founded in 1996, the Hawthorne Conservatory offers quality music instruction in a safe and inspiring atmosphere to students, especially those who cannot easily access or afford music lessons or instruments. Our gifted teachers see music as a true ministry, serving as Christian role models and mentors to the students. Student ages range from preschool to high school. The Master's Academy at Hawthorne was founded in 2015 and extends the reach of the conservatory to include visual and dance arts lessons. This ministry believes that all art forms should be dedicated to praise the Lord and further His Kingdom. The Conservatory and Master's Academy also provide music and dance lessons through several outreach programs to the Huntsville Inner City Learning Center, the Downtown Rescue Mission, Lincoln Village, and CogMe. CPC currently employs at least 16 instructors to reach over 80 students in numerous disciplines, including art, dance, voice, piano, and various other instruments.

## **Position Description:**

CPC is seeking a **full time Conservatory Director**. The Conservatory Director must be a passionate and visionary leader who seeks to glorify God through music and arts education. This person shall serve as a shepherd to students and instructors, encouraging both spiritual and artistic growth. This person shall effectively manage a growing Conservatory and outreach program that seeks to ignite a desire for a genuine relationship with Christ that leads children to **Worship God, Build Relationships, and Serve People** through the arts.

## *Responsibilities:*

The Conservatory Director will:

1. Develop the overall mission of the Conservatory to provide music and arts education in a reformed Christian atmosphere.
2. Cultivate existing outreach programs and expand to new opportunities.
3. Supervise programming, lessons, and recitals for all music and arts students.
4. Recruit, develop, and empower teachers serving in the Hawthorne Conservatory and Master's Academy.
5. Manage administrative tasks, such as effective communications, teaching schedules, calendars, special events, and items as required.

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### *Requirements:*

1. The candidate must have a clear testimony of faith in Jesus Christ evidenced by a vital, growing personal relationship with God and follow a lifestyle that depicts such commitment.
2. The candidate must have a commitment to the mission, vision, and worship philosophy of CPC (<http://centralpresb.org/>) as taught in the Great Commandment and Great Commission (Matthew 28:18-20) and agree without exception with the Essential tenets of the Evangelical Presbyterian Church (EPC) (<https://epc.org/about/distinctives/>).
3. The candidate must have a formal music background and have an appreciation and understanding of the arts.
4. The candidate must have administrative experience that shows an ability to manage a diverse and active Conservatory atmosphere.
5. The candidate must be well versed in office productivity tools as well as music notation software. Experience with basic audio/visual recording software is a plus.

### *Lines of Responsibility:*

The Conservatory Director will be employed by the Hawthorne Conservatory Board of Directors and the CPC Session. The Pastor, as Head of Staff, will provide spiritual and ministry guidance while the Board of Directors will provide general supervision and direction of the Hawthorne Conservatory.

**Please submit your resume and cover letter** to Stacey McSweeney at [stacey.mcsweeney@gmail.com](mailto:stacey.mcsweeney@gmail.com) with the subject: **Hawthorne Conservatory Director.**

**OR** you may personally submit it to:

Central Presbyterian Church  
Attn: Stacey McSweeney  
406 Randolph Avenue, S.E.  
Huntsville, Alabama 35801-4199