

Job Description – Director of Music

Position Title:	Director of Music (exempt)
Employment Category:	Regular Part-time
Parameters:	½ time – 20 hrs/week year-round 6 personal and 2 professional Sundays off
Area:	Ministry
Supervisor	Minister
Effective Date	Immediately

A. Position Description

The Director of Music reports to the Minister. S/he supervises the Choir Accompanist and guest musicians.

The Director of Music oversees the entire music program including planning, administration, music selection and/or approval, ordering sheet music and supplies, assuring instrument maintenance and care. S/he is responsible for developing and sustaining a volunteer adult choir for Sunday services from September through May, and for enhancing opportunities for musical participation. The Director of Music is informed about the musical resources in the congregation, and draws on congregation members' talents as appropriate.

The Director of Music understands the role of music as an essential component of liturgy. S/he works in collaboration with the Minister and Music and Worship Committees to ensure that music is an integral and appropriate aspect of each Sunday service. She confers with the Minister about themes and topics of Sunday Services, leading to selection of appropriate anthems, prelude, offertory, postlude and other service music as required. The Director of Music advises the Minister in the matter of hymn selection and assists Pulpit Hosts as requested to develop liturgically and thematically integrated services under the auspices of the Worship Committee.

S/he serves as staff support for the Music Committee and music liaison to the Worship Committee. S/he conducts and, as needed, plays piano for, weekly choir rehearsals. S/he plays incidental music, accompanies and sometimes leads congregational singing, and conducts choir for Sunday services and special services including but not limited to Christmas Eve.

The Director of Music will inform the Fellowship about the music program through venues as the monthly newsletter, weekly order of service notes, worship service announcements and, with the Music committee s/he promotes and publicizes the music program.

The Director of Music is responsible for recruiting and supervising a choir accompanist as approved in the Fellowship budget. Within budget limitations, s/he recruits and liaises with guest musicians for the Sundays when she is off duty, and arranges for payment as appropriate.

In consultation with the Music Committee, the Director drafts and adheres to the approved annual music budget.

The Director of Music has rights of first refusal when a musician is required for rites of passage conducted under the auspices of the Fellowship. The Director of Music is free to set her fees consistent with similar situations in the area. All such fees or gifts received in connection with rites of passage belong to the Director of Music.

The Director of Music may be requested to play at Emerson Center events for additional and separate compensation.

B. Position Requirements

1. Education: Bachelor's degree in music, music education, performance, or equivalent education or life experience.

2. Experience: Demonstrated ability to maintain and/or build a community or church music program including a volunteer choir. Experience as a musician within a religious community a plus.
3. Professional Affiliation: The Director of Music will be a participating member of the Unitarian Universalist Musician's Network.
4. Knowledge and Skills

Organizational:

- Understands or is willing to learn the principles, history and traditions of Unitarian Universalism and chooses music appropriate to that tradition.
- Understands the role of music as an essential component of liturgy. Demonstrates creativity in working with nontraditional liturgy and responding to a diversity of staff and lay intentions and needs.
- Reads music, plays the keyboard; vocal skills a plus
- Has ability to create and adhere to an annual music budget
- Demonstrates planning and organizational skills
- Communicates well, both orally and in writing.
- Keeps reliable and consistent rehearsal and performance schedules.

Interpersonal:

- Works collaboratively with other staff and volunteers to ensure a quality music program.
- Shows patience in working with volunteers who have a wide range of interests and talents.

Position Relationships

- Membership – interacts weekly with choir members and with wider congregation at meetings, Sunday services and special events.
- Governance – interacts occasionally with elected and appointed leadership.

- provides staff support for Music committee and serves as liaison to Worship Committee
- General Public – interacts occasionally with the public at special events.
- UUFVB Staff – interacts regularly with Minister, Choir Accompanist, and office staff; interacts occasionally with other staff. Attends staff meetings.