

## **Music Director Job Description**

May 9, 2016

### **Position Summary**

Directs the music program. Has accountability for music budget. Works with the music committee and coordinate with the minister on selecting appropriate music for worship. Organizes and directs the choir(s), plays the organ or other instruments. May engage other musicians and supervise their performance. Oversees the maintenance of church instruments, manages the musical library, promotes a safe and supportive environment for all performers. This 10-12 hour a week position September to June, includes some summer work. Reports to the minister.

### **Responsibilities**

- The Music Director provides music, accompanies and directs the adult choir, and accompanies soloists at all religious services through the regular church year (September to June).
- Work with the music committee and coordinate with the minister on selecting appropriate music for the Sunday morning and evening services.
- Work with the music committee and coordinate with the DFF on selecting appropriate music for the chapel services.
- Provide appropriate music for the Christmas Eve service(s) and conduct special rehearsals for the Christmas Eve choir
- Arrange for substitute musician(s) in the event of absence.
- Responsible for the leadership and direction of the choirs
- Hire/arrange for and manage instrumental and vocal soloists
- Report to the appropriate committees the condition of and the need for maintenance of all church musical instruments; with approval of the Property Committee, make appropriate arrangements for maintenance and repair of the instruments
- Schedule organ and piano tunings (3-4 times a year for the organ and sanctuary piano)
- Support and develop the experience of congregational singing
- Actively encourage lay persons to contribute musical talents at worship services and provide assistance and guidance to lay persons who may be planning a special presentation
- Participate in and encourage music outreach to the community
- Maintain contact with music colleagues in other churches and with the wider denomination through involvement in the Unitarian Universalist Musicians' Network or other professional and denominational organizations
- Maintain regular and ongoing communication with choir members
- Recruit new members for choir
- Notify/provide choir members of resources and opportunities for musical growth
- Set up and take down of rehearsal space as necessary

- Select and procure all music and music supplies for the choirs
- Recommend and manage the annual church budget for music and supplies
- Maintain the music library in an orderly, retrievable fashion. Maintain a record of what music is performed and when it was performed
- Cooperate with the church leadership in the area of general planning and development of the music program
- Contribute articles to the newsletter as needed

### **Qualifications**

- Bachelor's in Arts (preferably music) or equivalent experience; some vocal training, with some experience as church music director, and demonstrated proficiency in organ, piano, voice, and music
- General appreciation and compatibility with Unitarian Universalist practices and principles
- Well-developed interpersonal, planning, and organizational skills, as well as strong oral/written communication skills