

Music Director - Job Description

As of February 2017

I. General Statement of Responsibilities: The job of the Music Director is to work with the Minister, Music Team, Religious Services Team and other teams, groups, and individuals as needed to plan programs and activities that will provide quality musical experiences in diverse genres to enrich services and other aspects of Congregational life. We are a pluralistic religion that draws wisdom from many sources. We welcome all people into our Beloved Community of whatever age, race, class, ethnicity, physical ability, sexual orientation, gender identity or religious background.

II. Specific Duties

THE MUSIC DIRECTOR:

A. Provides musical experiences for:

1. Sunday morning services in cooperation with the minister, Religious Services Team, and the Music Team
2. Evening Services:
 - a) Sunday before Thanksgiving Interfaith Service when held at the UU Congregation (every third year)
 - b) Christmas Eve
 - c) Earth Day Service
 - d) Winter Solstice Service
 - e) Other occasional musical activities such as parties, gala events, etc.

B. Conducts the choir

C. Involves the children in a variety of musical experiences

D. Arranges for vocal and instrumental solo and group performances, including recorded music where appropriate, utilizing talent from both within and outside the congregation. These arrangements may include coaching, rehearsing, accompanying and/or directing.

E. Attends Congregational, staff and team meetings as requested

F. Participates in the UU Musicians Network

G. Maintains the music library

H. Works with the Music Team to propose and manage the budget for the Music Program.

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III. Terms

- A. The Music Director is hired by and is responsible to the Minister and works collaboratively with the Music Team
- B. The job is twelve months per year, approximately 10 - 12 hours per week. Hours will vary considerably depending on seasonal and other special activities.
- C. Compensation Plan
 - 1. The salary is set by the Board of Trustees and voted on by the congregation annually. Estimated salary starts at \$19/hr.
 - 2. The Music Director will be given priority consideration to perform at special services (weddings, funerals, etc.) for additional pay.
- D. Benefits: no employee benefits are provided. This is in keeping with Congregational policy, as this position is less than half time. (The Congregational policy on Benefits for Part Time Employees will be made available)
- E. Two Sundays off per year that are mutually agreed upon with the Minister. Music Director will be responsible for finding a replacement for those weeks.

IV. Relationships with Minister and Congregational

teams: The Music Director, Minister, and other Congregational staff and teams work collaboratively as follows:

- A. The Music Director, Minister, Music Team and Religious Services Team work together to plan a variety of quality musical experiences for the Congregation.
- B. The Music Director chooses liturgically appropriate music in consultation with the Minister and the Religious Services Team for Sunday services.
- C. The Music Director, Minister, Music Team and Religious Services Team coordinate multigenerational services.
- D. The Music Director functions as part of the Congregational team, including all other employees.
- E. The Minister evaluates the job performance of the Music Director and reports to the Board of Trustees annually.

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V. Preferred Qualifications

- A. Formal music training beyond high school level, and degree or experience in conducting preferred.
- B. Experience in organizing group musical performances.
- C. Broad knowledge and experience of many styles of music.
- D. Experience in accompaniment.
- E. Understanding of and sympathy with Unitarian-Universalism.

VI. Resources

- A. Unitarian Universalist Musician's Network (UUMN)

Revised February 2017

Revised: May 2012

Revised: May 2007