

## **Music Director Job Description**

The Music Director is responsible for leading and coordinating the church's music program in ways that enhance worship and foster community connection. This role oversees the planning and delivery of music for worship services, supports congregational participation in music, and helps cultivate a welcoming and engaging music ministry. The Music Director will collaborate with the Minister, Music Team, church leadership, and congregation members to ensure that the music program reflects and supports the mission and values of the church. The Director provides leadership of choir and music activities, coordination with musicians and volunteers, and stewardship of music program resources and operations.

### **Essential Duties & Responsibilities**

#### *Music Program Management*

- Coordinate and lead music weekly worship services in alignment with monthly themes, congregational needs, and the broader mission of the church.
- Present music from diverse genres, cultures, and traditions.
- Provide musical leadership and accompaniment for worship services and congregational singing.
- Arrange for and coordinate guest musicians, soloists, and substitute accompanists as needed.
- Coordinate and empower congregants in participation within the church's music ministry, including volunteer musicians and other musical contributors.
- Collaborate with church leadership and ministries, to align music programming with worship services and special programs.
- Provide support and input to the Music Team for periodic community concerts
- Collaborate with the Music Team to develop and lead an annual music-centered worship service.
- Maintain awareness of current trends, resources, and practices in the broader Unitarian Universalist music tradition and incorporate relevant approaches into the music program.

#### *Choir Direction*

- Direct the choir for regular worship services, holiday services, and other special services or events as needed and mutually agreed upon.
- Lead weekly choir rehearsals and coordinate all pre-service rehearsals.
- Provide musical leadership and direction for choir members by fostering a welcoming, inclusive, and engaging rehearsal environment that supports strong musical preparation, collaboration, and community-building.
- Select and prepare choral music appropriate to the composition and skill level of the choir while encouraging participation and musical growth.
- Support recruitment of choir members in partnership with the Music Team.
- Maintain regular communication with choir members regarding schedules, music, and upcoming services or performances.

#### *Operations*

- Meet regularly with the Minister to coordinate worship planning and music program priorities.

- Consult with families and the Minister to plan music for weddings and memorial services.
- Manage the music program budget, including purchasing supplies and tracking expenditures.
- Oversee the maintenance, tuning, and care of church musical instruments.
- Maintain and expand the church's choral music library and music resources.
- Communicate updates and information about the music program to church leadership and the congregation including preparation of an annual report.

#### **Qualifications**

- Degree in music related field or equivalent experience
- Song leading experience
- Ability to play a piano and/or organ and experience directing a choir
- Demonstrated success managing or coaching others
- Ability to creatively solve problems while working independently and as part of a team
- Strong verbal and written communications skills
- Demonstrated ability to build strong relationships and inspire others through collaboration
- Ability and willingness to work flexible hours including evenings and weekends
- Demonstrated success organizing multiple activities simultaneously

*We recognize that the right combination of expertise and experience can look different for everyone. We are happy to discuss individual circumstances.*

The Music Director position is a part-time position requiring 12 hours per week including a minimum of 3 Sunday services per month for 12 months of the year with choir rehearsal pausing in July. The position also consults with families and the minister to plan and provide music for weddings and memorial services (compensation is handled directly with the participants).