

**JAMES REEB UNITARIAN UNIVERSALIST CONGREGATION
JOB DESCRIPTION**

MUSIC DIRECTOR

This job description is intended to outline the expectations between the Music Director and James Reeb Unitarian Universalist Congregation, hereafter referred to as “JRUUC.”

Job Description-Music Director

Objectives of the Position:

The Music Director will direct the Music Program, in consultation with the Minister and the Worship Team. The Music Director and the Minister work together to shape and hold the vision for the Music Program, which includes:

- enriching the community and worship life of our congregation through spiritual music making;
- reflecting the spiritual, cultural, and lifestyle diversity of our community;
- enhancing and deepening the celebration and the exploration of the cycle of our year and the themes of our worship and community life;
- providing opportunity for all to participate meaningfully and joyfully in our congregation.

Primary responsibilities include:

Program design and administration

- Coordinate worship music with Minister, Worship Associate, Religious Education program, or any other presenter
- Schedule adult choir performances and rehearse weekly (this responsibility decreases during the summer)
- Recruit, train, and develop choir members
- Recruit and develop volunteers to offer special music
- Collaborate on opportunities for including children and youth in Music Program
- Administer the music budget
- Secure written music and maintain music library
- Arrange for piano tuning as needed

Sunday mornings

- Accompany hymns weekly at 3 Sunday services per month, and arrange for an accompanist for the other Sundays
- Select and provide for special music (e.g. prelude and offertory) weekly at 3 Sunday services per month, and arrange for it for the other Sundays
- Direct the adult choir approximately twice a month at Sunday Services (this responsibility decreases during the summer)

**JAMES REEB UNITARIAN UNIVERSALIST CONGREGATION
JOB DESCRIPTION**

MUSIC DIRECTOR

Communication

- Attend two one-hour staff meetings per month
- Submit special music selections to Office Administrator for the weekly Order of Service in a timely manner
- Write newsletter articles, emails to choir members as necessary, and other relevant communication as needed
- Maintain contact with the UU MidAmerica Region and the Unitarian Universalist Musicians Network (UUMN)

Professional Development

- Operate within the context of the UUMN Code of Professional Conduct
- Participate in training and professional development opportunities through UUMN and other organizations, as available

Reporting

The Music Director is supervised by the Minister.

Core Competencies / Qualifications:

Minimum qualifications:

- Ability to organize and direct a choir
- Creativity and patience with a choir having a wide range of musical skills
- Knowledge of a wide variety of music genres and willingness to explore new music
- Sufficient skill in keyboard techniques to accompany congregational hymns and choir
- Ability to work well in a collaborative environment
- Strong organizational and communication skills
- An appreciation of liberal religious tradition; knowledge of and interest in Unitarian Universalism is preferred

The ideal candidate will have training and/or experience as a Music Director or Choir Director in a Unitarian Universalist setting.

Compensation

\$5070 annually, for an average of 6.5 hours per week at \$15 per hour

The compensation package will include some professional development funds.