

POSITION DESCRIPTION

Title: Music Director
Reports to: Minister
Date: 9/2023

FLSA Status: Exempt
HOURS: 27/week, 12 months

Position Purpose

The Music Director is responsible for the oversight of the music program. They coordinate the choir and ensemble rehearsals. This position supervises the Accompanist, AV Tech Support and coordinates with all guest and volunteer musicians. Works with the Worship Team to craft inspirational and meaningful services which are aligned with the mission of the congregation. Elicits and is open to feedback about music in worship services.

Core Competencies

Trust and Integrity: Is widely trusted to keep confidences, adhering to a transparent set of personal and professional values that are congruent with the ministry of FPBUU.

Interpersonal Relationships: Exude a natural sense of care for the well-being of others. Build and maintain effective and constructive relationships inside and outside of the congregation, communicate with clarity, sensitivity and an awareness of appropriate boundaries.

Conflict Management: Recognize and resolve conflicts effectively and in a timely manner, applying principles of active listening and equity.

Organization and Planning: Organize people, manage the music budget, materials and support to accomplish multiple, concurrent goals and activities.

Vision and Purpose: Demonstrate commitment to and knowledge of Unitarian Universalist Principles and values as well as the mission of First Parish Brewster UU.

Volunteer Support: Identify talent and recruit capable people into roles that match their abilities, while offering opportunities for growth. Communicate expectations clearly and manage accountability for results. Demonstrate flexibility and gratitude when working with volunteer musicians.

Team Building: Guide musicians to work effectively together in a collaborative manner. Recognize dysfunctional team behavior and redirect it.

Essential Job Functions

Music Program: Responsible for building, conducting, and rehearsing choral and instrumental ensembles, musical guests and volunteer musicians. Encourage musical leadership among musicians.

Worship Support: Plan and organize weekly Sunday music, Christmas Eve, Easter, first and last Sundays of the regular church year and special music services. Coordinate with Minister, Director of Lifespan Religious Education, Worship Leaders, AV Tech Support and others as appropriate.

Rehearsal Schedule: Schedule all Choir and Instrumental Ensemble rehearsals to ensure that members are adequately prepared for performances. Encourage team building by guiding musicians to work

effectively together in a collaborative manner. Reserves rooms through Breeze.

Guest Musicians: Coordinate guest musician appearances.

Human Resource Management and Support: Oversee the work of the Accompanist, AV Tech Support and other musicians. Perform annual performance reviews for the Accompanist and AV Tech Support. Approve time sheets and schedule the Accompanist and AV Tech Support (paid and volunteer).

Administrative Responsibilities: Prepare and submit an annual budget for the music program as well as an Annual Report. Attend worship planning meetings, staff, directors' meetings and other appropriate meetings. Maintain online music catalog and database of music performances.

Communications & Public Relations: Submit articles and announcements for FPBUU publications.

Property Management: Oversee the maintenance of the pianos and organ. Provide supplies needed by the choir. Maintain the music library.

Position Requirements

Skills & Knowledge	Minimum Education
<ul style="list-style-type: none">● Knowledge of all aspects of conducting a choir and instrumental ensemble in a variety of genres.● Commitment and skills in arranging music for a sometimes-eclectic group of musicians as well as the ability to transpose repertoire as needed.● Proven organizational and time-management skills with the ability to delegate.● Ability to use verbal and written communication effectively across all constituencies.● Understanding of Unitarian Universalist Principles, including demonstrated competency in anti-racism, anti-oppression, and multiculturalism.● Proficiency in playing the piano and organ; maintains good vocal shape and health and be able to perform as a soloist.● Ability to climb stairs to reach organ loft.● Problem Solving Skills: demonstrates patience and positive attitude when faced with unexpected situations.● Exhibits spiritual maturity; is a good judge of musical and spiritual coherence, choosing music that is appropriate for congregation and service theme.	<p>Either:</p> <ul style="list-style-type: none">● BA or BS degree, or the equivalent combination of education and music experience. <p>Minimum Experience</p> <ul style="list-style-type: none">● Three to five years of work with a choir or choral group, preferably in a religious or non-profit organization.● Experience directing volunteer and professional musicians.