

FPBUU POSITION DESCRIPTION

Title: Music Director

Report to: **Minister**

Date: 05/2026

FLSA Status: Exempt

HOURS: 27/week, 12 months

Overview:

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.

Job Functions:

- 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, Children and Youth Ministry Director, Worship Leaders, AV Tech Support and others as appropriate.
- 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.
- Responsible for building, conducting, and rehearsing choral and instrumental ensembles, musical guests and volunteer musicians. Encourage musical leadership among musicians.
- Identify talent and recruit capable people into roles that match their abilities, while offering opportunities for growth.
- Coordinate guest musician appearances.
- Supervise 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).
- 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.
- Provide supplies needed by the choir. Maintain the music library.
- Submit articles and announcements for FPBUU publications, as needed.
- Oversee the maintenance of the pianos and organ.

Skills & Qualifications:

- 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.
- 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.

- Communicate expectations clearly and manage accountability for results. Demonstrate flexibility and gratitude when working with volunteer musicians.
- Guide musicians to work effectively together in a collaborative manner.

Education:

- BA or BS degree, or the equivalent combination of education and music experience.

Experience:

- Three to five years of work with a choir or choral group, preferably in a religious or non-profit organization.
- Experience directing volunteers and professional musicians.