

MUSIC DIRECTOR JOB DESCRIPTION

May 2019

Title: Music Director

The Music Director at Granite Peak Unitarian Universalist Congregation (GPUUC) directs the choir and administers and coordinates all aspects of Sunday morning music and other special worship services. Through these activities, the Music Director ministers to the congregation by enhancing its spiritual/worship life. By providing opportunities for members of the congregation to make music, the Music Coordinator ministers to those members enabling them, in turn, to minister to others with their music.

The Music Director reports to the Minister. Position is Part-time, 780 hours per year, averaging 15 hours weekly, with less time needed between June and August. Salary range is determined by experience and by Unitarian Universalist Association (UUA) Fair Compensation guidelines. Pro-rated health insurance benefits are available through the UUA Bronze Level High Deductible PPO Health Plan.

Responsibilities:

Directing the Choir

- Chooses and prepares choral music for the choir to sing on Sunday mornings (2 times per month from September through mid-May) and occasional special services;
- Actively recruits and trains singers for the adult choir;
- Maintains regular communication with the choir regarding its upcoming schedule;
- Oversees any choir volunteers (e.g., music librarian, section leaders) and the administrative needs of the choir for smooth and effective functioning of this group;
- Strives for musical excellence, encourages and sustains esprit de corps within the choir.

Leadership

- In collaboration with the Minister and the Music Committee, develops a vision for the future of the music program at GPUUC;
- Nurtures community through musical growth in the choir, and the congregation;
- Cultivates relationships with music colleagues in other churches and in the wider denomination (e.g., through statewide musical activities and through the UU Musicians Network).

Administration

- Develops and administers the annual music program plan and budget, including ordering sheet music and supplies as needed and arranging for care of the keyboard instruments;
- Identifies, recruits, coordinates and supervises volunteer and guest musicians for Sunday worship services, including song leaders when needed or helpful;

- Arranges the keyboardist schedule throughout the year;
 - Consults weekly with the minister (and/or upcoming guest speakers) to select and integrate the music into the Sunday worship service and list them in weekly orders of service;
 - Attends all Music and Worship Committee meetings (~3 hours/month); and attends GPUUC staff and Board of Trustees' meetings as requested;
 - Communicates with the congregation through the monthly newsletter, "The View", the weekly email, "This Week at Granite Peak" and in an Annual Report of the Music Program;
 - Communicates with the Board of Trustees via a short monthly report.
- **Required Competencies**
 - Respect for UU values and principles
 - High level of musical expertise and appreciation for diverse styles of music
 - Ability to work effectively with and inspire volunteers
 - Ability to function effectively as part of the GPUUC staff
 - Excellent planning, organizational, and time management skills

Compensation commensurate with qualifications and experience, and in accordance with the Unitarian Universalist Association's Fair Compensation guidelines for music directors in UUA Geo Index 2 congregations. See: https://www.uua.org/sites/live-new.uua.org/files/salary_recs_19-20_geo2.pdf

To apply:

Please send a resume and cover letter to musicdirectorgranitepeakuu@gmail.com