

The Unitarian Church of Barnstable, Unitarian Universalist  
Director of Music

**Position Description**

**Position Title:** Director of Music

**Position Type:** Up to 14 hours a week, 12 months/year

**Position Purpose:** Oversees the music program of the Church; leads the congregation's music ministry in collaboration with the minister and in alignment with UCB's Mission.

**Reports To:** Minister

**Hours, Compensation, Benefits**

This position opening is for up to 14 hours per week, for 12 months

Salary is determined on a yearly basis according to church personnel policies.

In support of the Americans with Disabilities Act, this job description lists only those responsibilities and qualifications deemed essential to the position.

Four weeks off per year and 12 sick days per year.

**Duties and Accountabilities:** The following statements are intended to describe the general nature and level of work being performed by people assigned to this job. However, these statements are not exhaustive and cannot anticipate all possible duties and requirements, which may arise.

**Specific Responsibilities:**

Leads the church music program

Works in collaboration with the minister to strengthen and diversify the music ministries of the congregation.

Provides piano and/or organ accompaniment for hymns/songs for Sunday Service.

Directs the Junior and Senior Choirs

In conversation with the minister, hires and/or schedules all soloists or ensembles, whether members or guests, discusses repertoire and when necessary, helps choose the appropriate selections, coordinating music with the worship theme.

Identifies, recruits, nurtures, educates and inspires singers and other musicians and encourages their participation in the music activities of the church.

Supports and develops the experience of congregational singing; including introducing new music to congregation.

Coordinates all logistics and rehearsal times with church office.

Coordinates all special choral productions at least twice a year.

Plays for weddings and memorial services (established fees and right to first refusal) when available.

### **Administration and Communication**

- Supervises the maintenance and repair of Congregation's piano and organ.
- Assists in the preparation of the music program budget and ensures that annual music program expenses are within the budget.
- Manages and keeps records of expenditures related to music funds
- Meets with the Worship Committee quarterly
- Works with Choir and Worship Committee on Special Events
- Works cooperatively with other staff, volunteers, and congregants to achieve excellence in all of church programs that involve music.

### **Directs the senior and junior choirs**

- Researches, selects and purchases music
- Schedules choir participation in worship services
- Consults with minister on other opportunities for choir involvement in other congregational activities.
- Coordinates and directs choir rehearsals
- Conducts choir during worship and other services.
- Arranges for suitable coverage of these responsibilities when on leave or vacation.

### **Professional Development**

- Maintain contact with music colleagues and denomination through involvement with the Unitarian Universalist Association for UU Music Ministries (AUUMM), and other professional organizations.

### **Minimum Qualifications**

- Bachelor's Degree in Music **or** Equivalent life experience directing music programs
- Demonstrated excellence in choral conducting, Organ playing and/or keyboard
- Strong and effective communication skills
- Strong and effective organizational skills
- Understanding of UU Principles and Purposes as they apply to the music programs of the congregation.

**Physical and Mental Requirements** While performing duties of this job, the employee is frequently required to do the following; reasonable accommodations may be made to enable individuals with disabilities to perform essential functions:

- Coordinate multiple tasks simultaneously
- Collect, interpret and/or analyze complex data and information
- Utilize visual acuity to read technical information and/or use organ and/or keyboard
- Utilize hand and finger dexterity.
- While performing the duties of this job, the employee is regularly required to talk or hear.
- The employee is frequently required to talk; sit and use hands to finger, handle or feel.
- The employee is occasionally required to stand; reach with hands and arms; stoop, kneel and crouch. Employee must be able to see.

**Other requirements**

This position requires work on Sunday, attendance at daytime and evening meetings, events and rehearsals when needed.

During the COVID pandemic, one must have access to adequate computer, Xoom and other technologies to facilitate live and recorded participation.

The successful candidate will complete required background checks.

**Supervisory Relationship**

The Director of Music is supervised by the Minister.

The Director of Music supervises volunteers.

The Director is responsible for oversight, monitoring and evaluation of guest musicians.

**COVID-19 CONSIDERATIONS:**

All staff are required to be vaccinated for COVID-19. Church is meeting in-person for Sunday services at this time (some other meetings are via Zoom). In the event we shut down again The Director of Music participates in onsite broadcast of weekly service (mask must be worn, even if fully vaccinated).

When worship is online, several of these job duties are not safe or even possible.

With consultation with Minister and Choir the Music Director will participate in onsite broadcast of weekly services, including Choral pieces and musical elements.

Seek, track and report copyright permissions as needed for use and sharing of music during worship.

Conduct Choir rehearsals fully masked.

**How to Apply**

Please send your resume, including qualifications, and a cover letter before April 10, 2022 to:

Rev. Dr. Kristen Harper

Email: [minister@barnstableuu.org](mailto:minister@barnstableuu.org)

Questions? Dr. Harper may be reached at 508.479.3505 and by email