

Director of Music
Neighborhood Unitarian Universalist Church

Reports to: Senior Minister, Rev. Dr. Omega Burckhardt
Directly Supervises: Associate Dir. of Music, Handbell Choir Dir., Section Leads
Status: .75, benefits eligible (30 hrs/week)
FLSA: Non Exempt
Rate: \$35-\$40/hour

Job Summary

Essential Functions:

- Work closely with the Senior Minister to facilitate music for weekly Sunday worship services and other special services (Christmas Eve, etc.) through music curation, preparation, and performance
- Recruit and direct Neighborhood Choir
 - Direct weekly rehearsal, Sunday morning services, and other special services
- Recruit and direct Neighborhood Youth Choir or other ensembles (if they exist)
 - Work with Dir. of Faith Engagement to help prepare children and youth for participation in special services
- Supervise Handbell Choir Director and oversee Handbell Choir
- Supervise Church Accompanist (usually Associate Dir. of Music, but not limited to) and paid Section Leads
- Maintain administrative and budgetary records for Music program area, including hours reporting for staff
- Arrange for substitute musicians in the absence of paid staff
- Oversee and maintain Music Library
- Coordinate music for lifespan rites (Celebrations of Life, weddings, etc.) for members
 - Maintain right of first refusal for self and staff regarding coordination of performance in special services (for members or non-members)
- Support mission of the church and other program areas, staff, and lay leaders through collaboration and shared experiences and events
- Maintain regular office work days (80% of working hours in person) coinciding with some business hours (8am-5pm) for staff team collaboration

Other Responsibilities:

- Attend weekly staff meetings and supervisory meetings
- Communicate effectively with congregation about Music program

- Maintain membership and attend trainings with the Association of Unitarian Universalist Music Ministries and other relevant professional organizations
 - Comply with AUUMM Code of Professional Practices
 - Attend regular UU Music professional development, in coordination with supervisor
- Maintain legal permissions related to copyright for use of music at NUUC
- Maintain permissions for Sing Out Love online hymnal

Minimum Qualifications:

- Credentialing, advanced degree, or extensive experience in music (shared ritual, congregational singing, chorus, directing)
- Experience in leading music in a medium to large congregation with familiarity with traditional choral repertoire
- Knowledge of current trends of Unitarian Universalist music, and flexibility to try/teach new music
- Demonstrated skill at leading congregational singing in a variety of styles and abilities
- Demonstrated understanding of managing staff and volunteer leaders
- Strong communication and interpersonal skills with ability to inspire, motivate, support congregants and music staff
- Respect for Unitarian Universalist values and principles
- Required to be cleared through Live Scan background checks
- Excellent sight reading skills and basic proficiency on piano and organ, with ability to play additional instruments a plus
- Ability to use administrative tools (Google suite, etc.)

Physical Requirements:

- Able to navigate a variety of spaces—virtual and in person—to meet with membership (ability to correspond via email and answer phones, for example)
- Able to communicate publicly with some ease and comfort to lead worship

Core Competencies:

- **Mission Ownership:** Supports and contributes to the overall mission of Neighborhood Unitarian Universalist Church. Can articulate values, principles, and major trends of Unitarian Universalism. Is able to articulate these to new and current members. Behaves in a way that is congruent with these values and mission.
- **Aesthetic Awareness:** Demonstrates a natural awareness about the effective organization of space for different purposes. Appreciates the value of and need for sacred space and knows how to tend to it.

- **Team Orientation:** Recognizes importance of and participates in staff and lay leader group goals. Demonstrates interest and skill in team environments and promotes church mission and goals. Promotes healthy working relationships and avoids triangulation with staff and lay leaders.
- **Conflict Management:** Understands how to work with a variety of people and roles and how to negotiate conflicting interests of different groups. Is able to build consensus and find common ground with minimal anxiety. Seeks intersectional ways of engagement.
- **Initiative:** Identifies and makes plans for the fulfillment of projects around engagement. Sets achievable and meaningful objectives for self and others.
- **Interpersonal Skills:** Establishes good working relationships with others, staff and congregants. Builds appropriate rapport and can serve as a thoughtful and attentive listener. Considers the impact of actions, and is approachable.
- **Verbal and Written Communication:** Is able to communicate clearly and effectively in a variety of settings. Recognizes a variety of communications styles and what is appropriate in different situations.
- **Supervising Work:** Is good at establishing clear expectations and setting clear direction. Provides others with frequent developmental discussions. Creates a climate in which people feel motivated.
- **Technical Expertise:** Acquires and demonstrates the technical skills required to proficiently execute the essential functions of the job. Continually works toward the mastery of technical proficiency.

How to apply:

Please send a letter of application, a curriculum vitae including two references who can speak towards your ability to direct music in a midsize or larger congregation, and two links to performances/music directing (YouTube, or other links) to employment@neighborhooduu.org. The application deadline is May 20th with a goal of a start date of the end of July or beginning of August. Our goal is to hire someone from outside our (NUUC) membership community.

Please note: Research shows that women and individuals from underrepresented backgrounds often apply to jobs only if they meet 100% of the qualifications. We recognize that it is highly unlikely that an applicant meets 100% of the qualifications for a given role. Therefore, if much of this job description describes you, then you are highly encouraged to apply for this role.