

**First Unitarian Universalist Society of Burlington, Vermont**  
**Position Description**

**Position Title:** Director of Music  
**Effective:** November 28, 2018  
**Reports to:** Senior Minister  
**Directly Supervises:** Organist, Choir Section Leaders, Pianist

**Status:** This is a .3 FTE, 10 month position  
**FLSA:** Exempt  
**Benefits:** As outlined in the First UU Employee Handbook.

**Schedule:** 12 hours/week average to include

- Sunday morning worship  
mid-August - mid-June, Services at 9am and 11am (on Choir Sundays)
- Christmas Eve Services
- Wednesday evening choir rehearsal
- Other hours flexible and determined with supervisor; but should include at least 2-3 hours/week of office time during normal business hours for meetings and administrative tasks.
- Weekly hours may vary throughout year.

**Position Summary:**

The Director of Music plans and oversees a vibrant and inspirational congregational music program, which aligns with the Society's mission, embodies its values, and furthers its visionary ends. The Director of Music's primary focus is providing excellent, diverse, multi-cultural and theme-enhancing choral and instrumental music for the Sunday worship experience, but is also charged with nurturing the presence of music throughout all areas of congregational life.

**Essential Functions**

- **Plans** musical offerings, including choral anthems and instrumental selections, for all Sunday worship and special services in close collaboration with the Senior Minister and/or other designated worship leaders. Chooses pieces that connect to and deepen the chosen service theme, embody Unitarian Universalist values, and advance the Society's vision for music and worship. Advises worship leaders on hymn selection as requested.
- **Directs** the Adult Choir in rehearsals, worship services and special events, creating a joyful and spiritually nourishing environment, fostering musicianship, and encouraging a love of music. Recruits and orients new members; provides opportunities for skills-building.
- **Provides** musical leadership for Sunday worship services, including introducing and teaching new hymns, leading congregational singing as needed, and, in collaboration with Senior Minister and/or other worship leaders and other music staff, planning music-related liturgy.
- **Recruits and supports** musically-talented congregants of all ages to share their gifts in services and other programs.

- **Supervises and manages** the performance of the Organist, Pianist, and Choir Section Leaders, including setting performance expectations, annual goals, providing ongoing support and feedback, and administering reviews.
- **Manages** the operational aspects of the music program, including administering music budget lines, payment of guest musicians, ordering and organizing sheet music, copyright compliance, and scheduling instrument maintenance.

#### **Other duties:**

- **Maintains** an active membership in the UU Musicians Network.
- **Attends and actively participates** in meetings as directed by supervisor.

#### **Minimum Qualifications**

- Bachelor's degree in music or equivalent work experience, including demonstrated success in:
  - § leading a music program in a congregational, educational, or equivalent setting;
  - § choral/vocal conducting;
  - § working effectively as part of team and with volunteers;
  - § program administration.
- Familiarity with and enthusiasm for Unitarian Universalism, and alignment with First UU mission and values.
- Proficiency on piano preferred, with enough skill to accompany hymns and lead choir rehearsal.

#### **Core Competencies**

- **Musical Orientation:** Knowledgeable about music theory and history; familiar with a broad repertoire, including classical and contemporary, and sacred and secular genres. Combines formal training with commitment to continued musical development. Grasps the value of music in worship and for spiritual growth, and the unique context of Unitarian Universalism.
- **Technical Expertise:** Demonstrates the technical skills required to proficiently execute the essential functions of the job; continually works to deepen musicianship and technical skills.
- **Emotionally-Grounded Leadership:** Is seen as trustworthy and reliable; practices direct and honest communication; admits mistakes; operates with transparency. Demonstrates appropriate personal boundaries in relationships; is emotionally mature; can maintain a non-anxious presence amid conflict and calmly cope with change and uncertainty.
- **Interpersonal Skills:** Relates well to all kinds of people, establishes good working relationships. Considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; projects a sense of warmth and empathy, expresses appropriate pastoral concern. Can navigate conflicts, find common ground and settle differences collaboratively.
- **Team Orientation:** demonstrates interest, skill and success in team environments; is regarded as a team player; promotes organizational goals ahead of personal agendas; creates strong morale and spirit in his/her team(s); defines success in terms of the whole; leads so as to create a feeling of belonging and pride in the organization.

- **People/Volunteer Management:** Provides direction, gains commitment, delegates appropriately, and achieves positive results through the deployment of volunteers and staff; creates a climate in which people want to do their best; motivates, empowers and supports others in the development of their abilities. Engages people in their gifts and passion.
- **Organization and Planning:** Gathers and organizes resources to get things done, skillfully navigates decision-making channels. Orchestrates multiple activities at once to accomplish a goal. Sets project objectives; breaks work into process steps; develops schedules and task/people assignments; measures performance against goals.
- **Creativity and Innovation:** Generates new ideas; makes new connections to create fresh approaches; takes acceptable risks in pursuit of innovation; learns from mistakes; has good judgment about which creative suggestions will work. Open to the new ideas of others.