

First Unitarian Universalist Society of Burlington, Vermont
Position Description
April, 2024

Position Title:	Director of Music
Effective:	April, 2024
Reports to:	Senior Minister
Directly Supervises:	Accompanist, Tech Manager and Tech Team
Status:	This is a .45 FTE, 12 month position (10-month position negotiable for the right person)
Salary:	\$30,500 (12 month); \$27,000 (10.5 month)
FLSA:	Non-Exempt
Benefits:	As outlined in the First UU Employee Handbook.
Schedule:	18 hours/week <u>average</u> (more Sept - June; fewer July & Aug) <ul style="list-style-type: none">● Sunday morning worship*● Wednesday evening choir rehearsal, September-mid-June● Weekly staff meeting (remote attendance possible)● Other hours: flexible and determined with supervisor● Weekly hours will vary throughout the year.

*Twelve Sundays off per year, inclusive of vacation, with a goal of one Sunday off per month, arranged in advance with supervisor.

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 and theme-enhancing choral and instrumental music for the Sunday worship experience, and is also charged with nurturing the presence of music throughout all areas of congregational life. Critical to success in this position is comfort and familiarity with tech (amplification, live streaming, slide decks) in support of successful online and in-person experience of worship.

- **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. Acts as liaison to guest musicians on Sundays off.
- **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, welcomes, 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, planning music-related liturgy.

- Oversees and supervises the tech team, responsible for livestreaming worship and other occasional rites of passage and events; implements necessary problem-solving; assures correct licensing is in place; assures appropriate content for the congregation's YouTube channel
- **Recruits and supports** musically-talented congregants of all ages to share their gifts in services and other programs. Creates new opportunities for congregational engagement in worship including but not limited to solos, vocal ensembles, and/or instrumental groups.
- **Identifies and arranges** guest musicians representing different instruments, genres and styles to enhance diversity of offerings and build connections to the larger community. Maintains an up-to-date pool of guest musicians, both within the congregation and from the local community.
- **Supervises and manages** the performance of the Accompanist and Tech Manager, including setting performance expectations, annual goals, providing ongoing support and feedback, and administering reviews. Participates in the hiring process for these positions.
- **Consults to** team(s) of lay leaders as requested for the planning and leading of one-time and on-going musical events such as concert series, coffee houses, informal group singing, and drumming circles.
- **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 Association for UU Music Ministries (AUUMM) and attends occasional UUMN conferences.
- **Nurtures** an active link with the Burlington music community, attending events and building relationships with a diverse range of musicians and musical organizations.
- **Deepens** professional skills and knowledge through ongoing education.
- **Attends and actively participates** in any existing music ministry lay teams, and relevant congregational leadership bodies as directed by supervisor.

Minimum Qualifications

- Bachelor's degree in music or equivalent experience; Master's degree a plus.
- 5 years relevant 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; and
 - program administration.
- Alignment with First UU mission and values; a plus: familiarity with and enthusiasm for Unitarian Universalism.
- Proficiency on piano, with enough skill to accompany hymns, lead congregational singing, and lead choir rehearsal.
- Plus: competence with relevant tech equipment, platforms, and processes for live streaming.

Physical Requirements

- Able to move freely in and out of different settings.
- Able to speak and hear in the public, group, and one-on-one settings.

- Able to see and use printed music, computer screens and other web-enabled devices.

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 in a multi-platform (online, in-person) environment; continually works to deepen musicianship and technical skills.
- **Emotionally-Grounded Leadership:** Is seen as trustworthy and reliable; practices direct and honest communication including avoiding triangulation; 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.