

Unitarian Universalist Community of the Mountains Job Description

Position: Choir Director

Supervisor: Minister

Approved: July 27, 2022

Supersedes: New

Authority: Minister

General Description:

The Unitarian Universalist Community of the Mountains (UUCM), a liberal religious community, is seeking a part time Choir Director. With the guidance of the Music Director, the UUCM Choir Director is responsible for recruiting, communication, and oversight of the UUCM Choir September through June.

Qualifications:

- Musical skill and sensitivity, with strong choral conducting and vocal teaching skills
- Familiarity and comfort with a wide range of musical styles and choral repertoire
- Ability to be well organized.
- Computer literacy.
- Good communication skills.
- Good personal skills and the ability to lead and inspire people.
- Typically, at least one degree in Music.
- Align with Unitarian Universalist values
- May not be a member of the church

Duties/Responsibilities:

- Recruit choir members with the support of the Music Director.
- Rehearse the UUCM Choir 4 weeks per month September through June.
- Lead the choir in Sunday morning service performances once per month.
- Rehearse and lead the choir in a Christmas Eve service.
- Liaise closely with the Music director and Minister or Worship Associate to choose choir music that is moving and meaningful, appropriate to a given service, and that matches Unitarian Universalist values.
- Order needed music with the approval of the Music Director who oversees the music budget.

Working Conditions and Physical Requirements:

While performing the duties of this job, the employee is regularly required to use hands in repetitive motion tasks, handle objects, may occasionally lift up to 30 pounds.

The employee is required to be available to work outside of regular business hours which includes Sunday mornings and some occasional weekday evening hours and holidays. The role is budgeted up to 180 hours per year, averaging 2 hours of rehearsal and 1.5 hours of prep and communication per active week, 4.5 hours per performance Sunday, plus 12+ hours for rehearsals and performance on Christmas Eve.

Some hours may be worked remotely, with specifics to be agreed on. The employee must be able to work cooperatively with other staff members and with volunteers.

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Salary and Benefits:

This position is offered in a pay range of \$18.41 to \$20 per hour, depending on skill sets and experience.

Paid professional membership in the Association for Unitarian Universalist Music Ministries (AUUMM)

Relationships/Accountability:

The Choir Director is supervised by the Minister and works closely and with the guidance of the Music Director. In the absence of the Minister, such as an extended leave or sabbatical, the Minister, in consultation with the Board of Trustees, will appoint an Interim Supervisor until the regular Minister returns. The Minister will conduct an appraisal after the first three months, and then in May of each year thereafter.

The Board of Trustees expects all staff to follow established policy and procedures, and holds all staff accountable to a high ethical standard regarding behavior in their professional life at UUCM. Staff members are required to undergo background checks and shall not endanger our children or the reputation of UUCM

Diversity and Inclusion at UUCM:

Our belief in the inherent dignity and worth of every person motivates everything we do at UUCM. We strive to maintain a workplace where all employees are respected and included, where individual experiences are honored, and where both glowing and challenging feedback is appreciated. UUCM is highly committed to the principle of equal opportunity in employment. People with disabilities, people of color, and people from minority communities are encouraged to apply.