

Unitarian Universalist Community of the Mountains

Job Description

Position: Music Director-Accompanist

Supervisor: Minister

Approved: July 27, 2022

Supersedes: August 2012

Authority: Minister

General Description:

The Unitarian Universalist Community of the Mountains (UUCM), a liberal religious community, is seeking a part time Music Director for 10 hours weekly. In liaison with the Minister, the Music Director is responsible for the music program at UUCM and music for all Sunday and holiday services.

Qualifications:

- Musical skill and sensitivity, with strong piano playing and accompanying skills.
- Ability to read music well, and, ideally to improvise.
- Familiarity and comfort with a wide range of musical styles and 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:

- Provide and/or organize music for Sunday services, liaising closely with the Minister or Worship Associate each week.
- Serve as primary accompanist for congregational singing and soloists at services and choir rehearsals.
- Collaborate with the Choir Director and accompany the choir, 4 weekly rehearsals each month from September through June.
- Arrange guest musicians.
- Submit and carefully vet music and musician information for the order of service each week.
- Vet music-related slides for services.
- Acquire music performance and streaming permissions as needed.
- Maintain music library and purchase new music and materials, as required.
- Maintain music equipment, schedule and liaise with piano tuners/technicians.
- Assist in budget planning and manage expenses not to exceed the approved budget.
- Encourage, support, and help organize musicians within the congregation.
- Develop the overall music program at UUCM.
- As time allows, support the Music Team in organizing concerts and other non-service music events.

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Working Conditions and Physical Requirements:

While performing the duties of this job, the employee is regularly required to sit for extended periods of time, 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. 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.

Salary and Benefits:

This position is offered in a pay range of \$23 to \$24.50 per hour, depending on skill sets and experience.

Plus 5% of salary available toward professional/professional development expenses (i.e. professional membership in the Association for Unitarian Universalist Music Ministries (AUUMM))

Relationships/Accountability:

The Music Director is supervised by the Minister. 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 Music Director works closely with the Worship Associates and Choir Director, and meets regularly with the Minister, who 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.