



## JOB DESCRIPTION

### **PART-TIME MUSIC DIRECTOR (20 HOURS/WEEK)**

**Purpose:** To serve the mission and ends of the congregation by implementing a high-quality music program at the First Unitarian Church of Wilmington, working with the Executive Team, the CYRE Team, staff, choir, and volunteers. The position is a part-time, exempt, position that reports to the Senior Minister. As a part-time position with flexible hours, including 1 Sunday off/month, the Music Director will be responsible to arrange for coverage in their absence.

*The description is designed to indicate the general nature and level of work performed by employees within this position. The actual duties and responsibilities may vary based on assignments that are not limited to those listed.*

**REQUIREMENTS:** A degree in Organ/Piano and/or Sacred Music or comparable experience, and training and experience sufficient to carry out the duties listed below.

#### **PRIMARY RESPONSIBILITIES:**

- **Worship**
  - Collaborate with the minister and other program staff in the creation of worship services.
  - Choose anthems and hymns, in consultation with the minister/program staff.
  - Provide for music for worship services, as well as Rites of Passage, such as weddings and memorial services, including those Sundays/times not in attendance (off 1 Sunday/month).
  - Design and implement special music worship services.
  - Support and develop the experience of congregational singing.
  
- **Choir**
  - Encourage singers/musicians to join the choir.
  - Rehearse with adult choir once a week, September - June, and lead choir on Sunday mornings.
  - Recruit and prepare choir for some special services, such as memorial services, installations, ordinations, and other official church occasions.
  - Create ad-hoc choirs or other musical groups to expand the musical experiences available to adult or youth musicians.

- **Music Program & Administration**

- Recruit, encourage, and coach musicians within the congregation to provide music for worship services and other events.
- Arrange for guest musicians for those Sunday services and rites of passage events where the Music Director will not be in attendance (e.g., one Sunday a month, funerals, etc.)
- Communicate with guest musicians (e.g., accompanist, organist, guest musicians) about service plans, hymns, organ and choir music.
- Oversee maintenance of the church's inventory of musical instruments, including the organ and church pianos, and set policies for their use.
- Oversee spending of the music operating budget and special funds related to music, including music program's Counterpoint Fund.
- Collaborate with church communication team to promote music in the church.
- Attend staff and program staff meetings and other meetings as relevant.
- Establish regular office hours at the beginning of each program year, to be adjusted as needed in consultation with supervisor.

**OVERALL PROFESSIONAL RESPONSIBILITIES:**

- Maintain contact with music colleagues in other churches and with the wider denomination through involvement in the Association for Unitarian Universalist Music Ministries (AUUMM, formerly known as the UUMN-Unitarian Universalist Musicians' Network), American Choral Directors Association, and/or other professional and denominational organizations.
- Attend to professional and spiritual development by attending relevant retreats, classes, and conferences.
- Stay current on copyright law as it relates to music used within the church.