

**Unitarian Universalist Congregation of Grand Traverse
Music Director**

Job Title: Music Director

Reports to: Minister

Classification: Part-time, up to 15 hours a week

Schedule: Flexible hours, with on-site hours for music programming, participation in Sunday services, Vocal Ensemble rehearsals, and participation in weekly staff meetings.

Location: On-site at UUCGT for coordinating music, Vocal Ensemble rehearsals, and participation in Sunday services and weekly staff meetings. Remaining hours may be onsite or remote.

JOB SUMMARY:

In support of the mission and covenant of Unitarian Universalist Congregation of Grand Traverse, the Music Director nurtures and facilitates music as an integral part of our congregation's intellectual and spiritual life.

ESSENTIAL FUNCTIONS:

- Plans and organizes music (vocal, instrumental) for Sunday Services, special occasions, etc, in collaboration with the Minister, the Sunday Services Committee, invited speakers and guests, and special event committees.
- Coordinates, oversees, and rehearses the Vocal Ensemble and other musicians on a regular basis.
- Plans and coordinates 1-2 all-music services or events per year.
- Manages the music-related budget as determined by the Board, as well as submitting an annual budget.
- Attends Sunday Services Committee meetings, Board meetings, Music Committee meetings, and Program Council meetings as needed and applicable.
- Holds knowledge of current copyright law as it pertains to selected musical inclusions (vocal, instrumental and printed words or artwork for in-person, zooming, and live streaming services, including keeping licensure(s) up-to-date).
- Provides regular submissions to the weekly *Flash* and monthly *Beacon* publications.
- Attends and participates in association-wide activities and organizations as able, like the Association for Unitarian Universalist Music Ministries (AUUMM).
- Recruits, hires, and supervises accompanists, musicians, musical guests for Sunday services, and the Vocal Ensemble as needed.
- Recommends the tuning, maintenance, replacement, and/or purchasing of piano or other UUCGT-owned instruments.
- Serves as "Music Librarian" for the congregation; purchases, files, catalogs, and supervises the lending out of all congregation's music.

OTHER RESPONSIBILITIES:

- Holds a familiarity with UU Hymnals: *Singing the Living Tradition* and *Singing the Journey*.
- Stays up-to-date on safety precautions regarding singing and musical gatherings.
- Utilizes Soul Matters monthly packets to tie music selections into monthly themes.
- Reveals and celebrates the breadth and wealth of the world's music and pieces that express and embody the values of Unitarian Universalism.
- Ensures music experiences, participation, and listening are accessible to all abilities.
- Follows current guidelines of AUUMM on diversity awareness and cultural appropriation regarding musical selections and performances.
- Holds a working understanding of indoor and outdoor performance technological needs: able to set up microphones, amps, and speakers for live performances; utilizes screens/projectors for visual aids during performances; holds a basic knowledge of recording equipment.
- Works collaboratively with Tech Coordinator, Office Administrator, and those renting or using the UUCGT building for programs or services.

CORE COMPETENCIES:

- ***Mission Ownership.*** Demonstrates understanding and full support of the Mission, Vision, Values, and Covenant of UUCGT. Can demonstrate those values to others.
- ***Interpersonal Skills.*** Demonstrates the ability to lead others. Demonstrates the skills of active listening and openly accepts constructive criticism. Productively engages and resolves interpersonal conflict. Holds others accountable in a spirit of love. Engages people positively, with a demeanor of optimism and abundance.
- ***Team Building Skills.*** Guides vocalists, musicians and music committee members in the process of sharing UU values, identifying and solving common problems. Recognizes dysfunctional group behavior and redirects it into functional behavior. Creates and communicates vision, direction and goals for the group.
- ***Process Management.*** Good at figuring out the processes necessary to get things done; knows how to organize people and activities; understand how to separate and combine tasks into efficient work flow.
- ***Problem Solving.*** Uses various methods to solve difficult problems with effective solutions; works in concert with others when necessary; probes all fruitful sources for answers; can see hidden problems; looks beyond the obvious; assists others in identifying their strengths and delegates when necessary.

Qualifications:

- Awareness of Unitarian Universalism, with an affinity for core principles and values.
- Experience working with a wide range of people and ages.
- Demonstrated leadership ability, especially in the area of music.
- Fluent use of technology.
- Excellent communication skills.
- An open, collaborative person who works well on a team and is comfortable leading in employee's area of responsibility.
- Professional Skills: conducting, singing, harmony, and choral techniques, piano (able to play melodies and choir warmups).

Effective Date: **TBD**