

Unitarian Universalist Fellowship of San Dieguito
Music Director Job Description
Revised January 18, 2022/March 9, 2022

Job Summary:

The Music Director is the staff person responsible for creating, facilitating, and supporting a music program that reflects a variety of genres and traditions from around the world presents music from a broad range of intellectual, spiritual, and emotional expression. The Music Director is mindful and intentional about congregational participation, interweaving multiple generations and abilities. The overall goal is to work with staff and members of the congregation to ensure the music program offers diverse entry points for participation.

The music program of UUFSD encourages musicians of all kinds and abilities to participate in the life of the Fellowship.

Responsibilities and Supervision: Music Director is a part-time, salaried position. As a staff member, the Music Director will report directly to the Minister and supervise the entire music program, music staff, and audio-visual technician of the congregation.

Schedule: 20 hours per week average through the year.

Choir Support

- Conduct weekly choir rehearsals from mid-August to mid-June.
- Manage rehearsal logistics with assistance from various choir members.
- Encourage singers/musicians to join the choir.
- September through June, conduct choir performances during two Sunday morning services, at least twice per month.
- From mid-June to mid-August, assist in coordination of music for summer services.
- Create and lead music for two special Music Sundays each year, in December & May or June. On Music Sundays, UUFSD's music ensembles perform a full music service around a theme. The Director will select the theme and musical details of the service in conjunction with the Minister, who leads the service.
- Lead a half-day Saturday rehearsal before each "Music Sunday."
- Encourage and coach choir members and others to provide special music.
- Manage the UUFSD music library, with assistance from volunteers. Working within the annual budget, order replacement octavos as needed, and purchase new music.

Worship

- Collaborate with the Minister and other service leaders in the creation of worship services for each Sunday throughout the year and for Christmas Eve.

- Choose congregational songs or hymns for worship services, in consultation with Minister and service leaders.
- Work with the band and other musicians in the congregation to arrange "special music" and hymn singing leading of non-choir services.
- Communicate with the pianist(s), AV tech, and set up crew about service plans, hymns, choir, and other music, AV, and set up needs.
- Maintain schedules of musical performances for volunteers and staff.
- Recruit, encourage, and coach young musicians to provide "special music" for worship services and other congregational events.
- Work to hire and schedule musical support for summer services.
- Hire a substitute pianist when the regular pianist is unavailable. Be prepared to step in and play should no pianist be available on Sunday morning.
- Provide "special music" for services as a soloist, in conjunction with other congregational or staff musicians, and/or hire professional musicians from the community when permitted by the music budget.

Congregational Music

- Seek to support and develop the experience of congregational singing.
- For involvement with any special services, such as memorial services, weddings, or installations, the Music Director can choose to be involved. If the Director elects to be involved in a special event, the Director will decide to waive a fee or receive a fee set by the board for directing or coordinating such music.

General

Plan music programs that will enrich congregational life. Oversee the development and use of the annual budget for the Music Program.

- Attend Staff Meetings.
- Attend Music Committee meetings.
- Maintain contact with music colleagues in other UU congregations and with the broader denomination through involvement in the Association of Unitarian-Universalist Music Ministries, and the San-Diego UU Network.
- Participate in the Choral Consortium of San Diego and perhaps other professional and denominational organizations, if possible.
- Prepare, supervise and manage the annual Music Budget

- Supervise Sound Technician.
- Ensure A/V needs are met, in conjunction with Sound Technician, including:
 - Purchase/maintain necessary sound equipment for services & concerts.
 - Facilitate scheduling a substitute sound technician when needed.
 - Facilitate training of lay-persons on portable sound equipment.
 - Maintain pianos, risers, piano lights, music stands.
 - Work with Dream Builders on AV and music needs for renovations.
- Supervise the Accompanist on staff.

Qualifications and Requirements

- BA degree in music: emphasis in voice, choral, or music education preferred.
- Prior choral directing experience.
- Broad knowledge of choral literature, both secular and sacred; knowledge of UU body of music preferred.
- Excellent verbal and written communication skills; diplomacy skills are essential.
- Volunteer organization management experience preferred.
- 5+ years of choral singing experience.
- Strong skill in musicianship and vocal singing skills.
- Strong knowledge of choral/vocal technique.
- Basic keyboard/piano skills.
- Proven ability to instruct and develop musicianship skills.
- Flexibility in managing changes of plans, even at the last minute.