



# Unitarian Universalist Society of Martha's Vineyard

## Director of Music Job Description

**Purpose:** *The Music Director, in collaboration with the Minister, the Music Committee, the UUSMV Choir, and the Worship Committee plans and implements choral and instrumental music for worship services throughout the year.*

**Responsible to:** Minister

**Status:** Exempt, part-time

**Qualifications:**

- Ability to inspire, motivate & direct a choral group of mixed skill & experience to perform at their very best
- Strong piano skills including rehearsal accompaniment & performance
- Skill selecting, directing & playing choral & instrumental music of various genres to inspire and enrich the worship experience
- Organizational & interpersonal skills to work with & lead volunteers & to collaborate with staff
- Ability to use technology to perform the duties outlined below

**Duties:**

- Direct choir: (September-June)
  - Conduct & accompany choir performances: 1-2 services/month
  - Lead & accompany weekly rehearsal
  - Arrive at rehearsals prepared to play, teach & direct the music
  - Select choral music
  - Develop choral repertoire
  - Develop musicality of the choir as a whole
  - Create a choir schedule in consultation with the choir and Minister.
- Accompany worship services 2x/month (year-round)& 3rd Sunday in 5wk months
- Communicate regularly with the choir, Minister, Music Committee, Worship Committee & relevant program staff &/or volunteers
- Update music-related parts of the online worship schedule in a timely manner
- Provide Administrator with timely information for the weekly Order of Service (OOS)
- Schedule guest musicians as needed, including an organist 3x/year
- Provide Treasurer with timely information necessary to compensate guest musicians on the date of their performance (minimum 1 week in advance)
- Coordinate music for the annual Candlelight Service in early December.
- Arrange for tunings and repair of the organ & piano as needed
- By November 1, in preparation for the Society's Annual Meeting, prepare annual music budget and submit to the Treasurer.
- Every December, in preparation for the Society's Annual Report and in collaboration with the Music Committee, prepare a yearly summary of Music Activities and goals for the upcoming year.

*\*Applicant may not be a member of UUSMV\**