

Acting Director of Music
April 1, 2024 – June 15, 2025
POSITION DESCRIPTION

UUFH seeks an Acting Director of Music to plan, conduct and direct the UUFH music program. This includes organizing and leading the Choir and providing music on Sunday mornings, key holidays, and events. The Music Director will collaborate with the minister and the accompanist to meet UUFH's music program goals.

This is a temporary at will position, with either party able to give the other party 4 weeks' notice.

This position is 11 hours per week, including every Sunday morning services from Homecoming through CODA except for four Sundays from October – May and four consecutive Sunday worship services from the fourth week in June through the second Sunday in August. The Music Director will provide two hours per week of evening choral rehearsals, plus a one hour rehearsal before the worship service.

Position Overview

Directs the music program of the UUFH, including planning, conducting, and directing a comprehensive music program that nurtures spirituality during Sunday worship services and key holidays and events.

Job Responsibilities

1. Creates music programs for UUFH worship services from Homecoming (2nd Sunday in September) to CODA (third Sunday in June). In consultation with the worship leader, selects all music for Sunday worship themes, communicates with accompanist as needed about those selections, and arranges for guest musicians as requested. Arranges for accompanist coverage during 8 weeks off or at any time the Music Director is not available or when needed for more complex music programs.
2. Directs the UUFH choir, including volunteer recruitment, conducting weekly rehearsals, preparing choral arrangements, and supporting individual choir members in their participation.
3. Provides music for all services from Homecoming to CODA, including offering preludes, postludes, offertories, hymns, interludes, and special music, directs the choir, and leads congregation in singing during the service.
4. Encourages congregational involvement in the music program in addition to the UUFH choir. Creates other vocal ensembles, such as trios or quartets, and explore the possibility of a select ensemble and a youth choir. Solicits and engages talented volunteer musicians from the congregation to take part in services on at least every

other month basis.

5. Participates in liturgy planning for Christmas Eve. Develops and coordinates one Music Sunday annually to highlight the Music Program at UUFH and at least one annual evening congregation music event featuring UUFH musicians. May play for additional fee for congregant memorial services.

6. Provides logistical, budget, and programmatic support for all Music programs, activities, and events, including ordering new music, overseeing the music library, and compliance with copyright requirements.

7. Participates as a member of the staff team and participates in congregational events, based on the Director of Music's availability for such events.

QUALIFICATIONS:

- Demonstrated experience in choral directing, vocal techniques, and piano playing, which are essential for both accompaniment and directorial responsibilities. Must be excellent musician.
- Possess a solid understanding of diverse musical styles and resources and the ability to select music suitable for Unitarian Universalist worship.
- Demonstrate strong organizational and planning skills to promote constructive collaboration with professional staff and volunteers.
- Have excellent interpersonal and communication abilities, to effectively work with church staff, volunteers, and congregants. Enthusiastic, caring, and energetic personality highly desirable.
- Support Unitarian Universalist values, principles, and culture. Prior congregation music experience highly desirable.