

Job Description

Tennessee Valley Unitarian Universalist Church

Position Title: Director of Music	
Department: Music	Reports to: Senior Minister
Classifications: Salaried <input type="checkbox"/> Hourly <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input checked="" type="checkbox"/> # of hrs/week: 20	
<p>Summary Description:</p> <p>Serves as the professional responsible for the overall daily operations and quality of the music program for TVUUC. The Director of Music (DM) is supervised by the Senior Minister. The DM works closely with the Senior Minister, the Music Committee, the Worship Committee, other TVUUC staff, and consults as needed with other committees.</p>	
<p>Roles and Responsibilities</p> <ul style="list-style-type: none"> • Oversees and directs the music program. <ul style="list-style-type: none"> a. Works with the Music Committee to monitor and assess the Church’s musical needs. b. Works with the Music Committee to respond to the Church’s musical needs through programming and performing opportunities. c. Works with the Music Committee to prepare the annual program budget d. Oversees the expenditure of the Music Budget and the Special Music Fund. e. Works with the Director of Administration to ensure the timely payment of visiting musicians. f. Oversees the regular maintenance of the Church’s musical instruments, including the organ and pianos. g. Maintains the Church’s music library. • Programs music for services. <ul style="list-style-type: none"> a. Works with the Senior Minister and the Worship Committee to ensure a meaningful coordination between music and theme at services. b. Programs the music needed for two Sunday services per week August – May and for one service June – July. c. Coordinates the musicians necessary to perform the programmed music. These musicians may be Church members or friends or visiting musicians. d. Programs the adult choir to perform at two services a month for nine months of the year. e. Performs the service music when no other musicians are scheduled to perform. f. Programs service music that is diverse in style, genre, idiom, and cultural origin. g. Programs service music that supports Unitarian Universalist values. h. Coordinates the music required for extra services, including installation ceremonies, funerals, memorial services, and weddings. The DM will receive additional, reasonable compensation for any extra service in which he/she is required to participate. • Accompanies, or delegates accompaniment of, all congregational singing. • Administers and directs the adult choir. <ul style="list-style-type: none"> a. Conducts weekly choir rehearsals(except holidays and summer) b. Prepares the adult choir to perform at two services a month (except summer). c. Cultivates choir membership. 	

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- d. Helps choir members develop good singing skills.
- e. Maintains and develops a good working knowledge of the choral repertory, with an emphasis on music appropriate to Unitarian Universalist values.
- Oversees the children's music program.
 - a. Works with the Music Committee to form appropriate youth music ensembles.
 - b. Works with the Music Committee to recruit lay leaders for youth music ensembles.
 - c. Provides planning support for the lay leaders of youth music ensembles.
 - d. Participates in the rehearsals of youth music ensembles at least once before each performance.
- Oversees the Church's performing arts outreach events.
 - a. Works with the Music Committee to facilitate, as appropriate and within reason, the use of Church facilities for occasional performances by local, regional, national, and international performing artists.
 - b. Organizes open mic community events.

Candidate Qualifications and Competencies:

- Experience as a music or choir director
- Advanced musical skills and performance experience; multiple instruments or voice a plus
- Knowledge across many genres of music
- Appreciation of different perspectives and willingness to seek common ground
- Organized work style, with the ability to adapt as new challenges arise
- Self-motivated to work independently, but also comfortable collaborating in team settings
- Degree in music preferred
- Ability to work effectively in a team-oriented environment
- Ability to relate comfortably and build rapport with individuals with diverse personalities, abilities, and back-ground
- Ability to fully utilize some forms of social media
- General computer literacy and the ability to independently learn new and unfamiliar computer programs
- Compatibility with and ability to communicate the values, vision and mission of TVUUC