



## Williamsburg Unitarian Universalists Seeking a Music Director

The Williamsburg Unitarian Universalists are seeking a new music director. Our WUU community values all kinds of musical and artistic expression. An integral element of our Sunday services, music is viewed as a bedrock value and an important element of our services and activities. We seek a creative music director to lead and expand the choir and provide diverse musical experiences and ensembles that draw on diverse sources, genres / kinds of music and composers.

We are an inclusive faith community that embraces people of all races, backgrounds, genders, and political and sexual orientation. We hold and value diverse beliefs, seek to explore and encourage personal and spiritual growth and work to enrich our Greater Williamsburg community by promoting religious, racial and social harmony. By embodying Unitarian Universalist values, WUU works toward a more sustainable and humane world.

*You can find the job description at <http://www.wuu.org>. Applications will be considered on a rolling basis until the position is filled.*



# Williamsburg Unitarian Universalists Williamsburg, Virginia

## Music Director Position Description

### Position Specifics

Employment Status: Part-Time, Non-Exempt

Hours: The time requirements for this position are 15 hours per week from August through May with a minimum of 32 Sundays per year. Note that as program staff, scheduling is flexible given that some times are busier than others.

Compensation: \$19,000 annually

Reports to: Minister

Benefit: Free use of the congregation's building for your events and lessons, as scheduling permits (WUU programs and rentals take precedence). The piano is a 5-foot Baldwin Grand.

### Job Summary

This position offers the opportunity to build a vibrant, varied music program using resources in tune with WUU worship that include the WUU choir, instrumentalists, and others inside and outside the WUU community.

### Essential Functions

- Oversees the music program including Sunday morning worship and other musical opportunities.
- Conducts the WUU choir during performances an average of two Sunday mornings per month and other times as part of the music ministry of the congregation. Rehearses choir one evening a week (currently Wednesdays at 7pm but that can be changed).
- Works Sundays, with a plan of having one Sunday off per month, and Christmas Eve (the service was at 5pm in 2023; it has been held at other times in the past so this is potentially flexible).
- In cooperation with the Music Team and the minister, supports and schedules other congregational musicians and volunteer ensembles and arranges for outside guest artists as needed.
- Chooses appropriate and diverse music selections in consultation with the minister and Music Team.
- Coordinates and supervises accompanist(s).
- Manages the music budget and makes annual budget requests (typically due Feb 1st).

- Maintains responsibility for management of copyrights for performed musical elements.

### Other Responsibilities

- Maintains membership with the Association for Unitarian Universalist Music Ministries (AUUMM) and complies with their code of professional practice.
- Meets monthly with the minister. Participates in appropriate staff functions.
- Serves as an ex officio member of the Music Team and meets with other teams as needed.
- Schedules and advises on care and maintenance of the congregation's piano.
- Meets standards of confidentiality and complies with organizational policies and procedures.
- Performs other duties as assigned.

### Minimum Qualifications

- Training and background in choral conducting. Ability to work with singers of varied skill levels.
- Understanding of basic vocal technique and ability to teach vocal and musical skills to choir and congregation members.
- Ability to collaborate and provide direction to accompanists.
- Understanding of diverse musical styles and ability to program a range of genres and styles.
- An understanding of and comfort with the basic principles of Unitarian Universalism and willingness to connect with musical repertoire that reinforces that identity.
- Familiarity with broadcast and performance rules related to copyright.
- Ability to use computer programs and electronic communication (we currently utilize Google Drive apps and online file sharing).
- Additional Desired Qualifications: familiarity with online rehearsal tracks, proficient keyboarding skills.

### Physical Requirements

- Ability to move freely in the congregation building (ADA accessible).
- Ability to use phone, computer, email, and other office equipment.
- Ability to speak and perform in a public forum.

Core competencies (note that these are included in all WUU job descriptions as they are the basis for performance-based evaluations)

- **Technical Expertise:** Acquires and demonstrates the technical skills (i.e. music and conducting) required to proficiently execute the essential functions of the job; understands which skills are lacking and seeks to develop those skills; continually works toward the mastery of technical proficiency.
- **Interpersonal Skills:** Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the congregation; builds appropriate rapport; considers the impact of their actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.
- **Time Management:** Is able and willing to focus time on tasks that contribute to organizational and program goals; Uses time effectively and efficiently; values time and respects the time of others; concentrates their efforts on the most important priorities; can appropriately balance priorities.
- **Developing Others:** Provides others with challenging and stretching tasks; holds frequent developmental discussions; is aware of the developmental aspirations of others; encourages people to accept challenging assignments.
- **Motivating Others:** Creates a climate in which people want to do their best; can motivate employees, volunteers and members; empowers others; invites shared input and decision making; makes each individual feel that his/her work is important.

To Apply: Email CV/resume in pdf form to Rev. Michelle Collins at [minister@wuu.org](mailto:minister@wuu.org). Applications will be considered on a rolling basis.