

# Hope Unitarian Church Director of Music Job Description

## REPORTS TO AND IS SUPPORTED BY:

Minister

## STATEMENT OF PURPOSE:

The Director of Music works with the minister and other worship staff and volunteers to organize the worship music program for weekly services; direct adult choral singers; and select choral and solo music.

## WORK SCHEDULE:

The Director of Music is expected to participate in Sunday services and to lead scheduled choir practices. Most other duties may be performed at times and locations convenient for the Director of Music.

## ILLUSTRATIVE TASKS:

Under the supervision of the minister, the Director of Music has general responsibility for:

- Selecting music for and organizing worship music programs for weekly services
- Directing adult choral singers
- Arranging soloists and guest and substitute musicians
- Supervising and coordinating music with the pianist
- Coordinating with Hope staff and volunteers to arrange special programs such as the annual Sing Noel service and Hope Memorial Piano Concert.
- Managing the music budget
- Coordinating with the church treasurer and accountant to purchase music
- Arranging for the piano to be tuned and repaired
- Organizing and managing the sheet music library
- Organizing the music worship areas
- Meeting periodically with the minister, other church staff members, and Music Committee volunteers to coordinate the music program with other church programs.
- Playing piano for practices and services when pianist is absent.
- Attending scheduled staff meetings.

## MINIMUM QUALIFICATIONS:

- Demonstrated leadership skills.
- Evidence of ability to work with a wide range of people with varying degrees of musical talent and knowledge.
- Demonstrated piano skills.

#### EDUCATION:

A degree in music is desirable. Experience in a church music setting may be substituted for the degree.

#### ADDITIONAL CERTIFICATIONS:

Applicant must comply with requirements of the Safe Congregation Policy prior to active employment, including background check. Participation in the Association for Unitarian Universalist Music Ministries is encouraged. If not already certified, the successful candidate is expected to work toward certification in the UUA's Music Leadership Certification Program.

#### SALARY AND BENEFITS

- Salary is competitive and includes a health care allowance. (Slightly higher if UUA certified).
- Eligible for participation in UUA retirement plan.
- In lieu of vacation, the Director of Music is permitted to miss one Sunday service and one weekly choir practice each calendar quarter.

#### JOB TYPE:

This is a task-based appointment expected to require, on average, 10 hours per week.

#### COVID-19 CONSIDERATIONS:

All staff are required to be vaccinated for COVID-19. Church is not meeting in-person for Sunday services at this time (services and other meetings are via Zoom). The Director of Music participates in onsite broadcast of weekly service (mask must be worn, even if fully vaccinated).

#### ABILITY TO COMMUTE/RELOCATE:

Tulsa, OK 74133: Reliably commute or planning to relocate before starting work (Preferred)

#### EXPERIENCE:

Experience in a church music setting is preferred.

#### WORK LOCATION:

One location, 8432 S Sheridan Rd, Tulsa, OK 74133