

**UNITARIAN UNIVERSALIST SOCIETY OF SACRAMENTO  
POSITION DESCRIPTION  
Music Director  
Effective August 2010**

**Summary of Position**

The role of the Music Director is to make music an integral part of the Unitarian Universalist Society of Sacramento (UUSS) worship experience and congregational life in a manner that is congruent with the principles of Unitarian Universalism, and the vision, mission and covenant of UUSS.

In performing the essential functions listed below, the Music Director is expected to:

- Inspire and nurture all the generations of the congregation to develop and participate in many quality musical experiences that enrich the worship and community life of the society.
- Celebrate the diversity of the Unitarian Universalist religious heritage in music
- Employ many modes of music - vocal, choral, instrumental, solo and ensembles, in both formal and informal configurations.
- Be a dynamic song leader - shaper of choral and congregational sound
- Incorporate vocal training into many musical activities.
- Develop lay music leaders
- Bring exciting professional and amateur musicians to UUSS services
- Explore the world's musical resources in a receptive environment. (All appropriate music is welcome here.)
- Provide a friendly, satisfying environment for those who are enthusiastic but not necessarily skilled performers.

**Position Reports To:** Lead Minister  
**Performance Evaluation Performed By:** Lead Minister. The annual evaluation will also consider feedback from the Music and Religious Services Committees and others as appropriate.  
**Position Classification:** 15 hours per week, Salaried, Exempt  
**Benefits Available:** None

**Essential Functions**

Order of importance	Duties and Responsibilities	Estimated % of time
<b>1</b>	<p><b>Plan the music programs for two Sunday services per week from September through mid-June and one Sunday Service per week from mid-June to September</b></p> <ul style="list-style-type: none"> <li>• Meet with the minister(s), accompanist, Religious Services Committee and Music Committee</li> <li>• Direct and rehearse musical groups as they are developed</li> <li>• Lead congregational singing for Sunday services</li> <li>• Build the repertoire and music library</li> <li>• Regular campus presence for rehearsals, meetings and services required September to mid-June</li> </ul>	<b>50%</b>
<b>2</b>	<b>Develop and nurture musical experiences</b> for the entire congregation, including children and youth	<b>33%</b>
<b>3</b>	<p><b>Coordinate with the accompanist</b></p> <ul style="list-style-type: none"> <li>• Provide direction during choir rehearsals and Sunday services</li> </ul>	<b>10%</b>
<b>4</b>	<b>Manage the music budget</b>	<b>5%</b>

Order of importance	Duties and Responsibilities	Estimated % of time
5	Attend the annual Unitarian Universalist Musician's Network Conference	2%

**Qualifications for Position**

**Experience:**

- Experienced song leader and singer
- Experience in choral conducting; preferably in a church
- Experience as an accompanist or soloist on the organ or piano is desirable.
- Experience working with children and instrumentalists a plus.

**Education:**

- A degree in vocal or choral music or a keyboard instrument is desirable.
- Education in or experience with song leading and music repertoire and selection.
- Training in choral conducting and vocal techniques; music history, and literature as it pertains to choral and other music appropriate for religious and other programs conducted in the church.
- Basic knowledge of orchestral instruments.
- Experience may be substituted for education.

**Church membership required:** No      **Familiarity with UU organizations required:** No

**Physical Requirements**

- The normal work environment involves no physical risks or hazardous conditions.
- This position utilizes standard office equipment (telephone, copier, fax, personal computer, etc.) and the ability to play the piano.
- The following types of physical effort are required to perform the essential functions of this job.

	Rarely (0-5%)	Occasionally (6-25%)	Routinely (26-75%)	Often (over 75%)
Sitting		XX		
Standing, crawling, climbing				XX
Climbing, pushing, pulling	XX			
Lifting/ carrying (under or over 10 lbs.)			XX	
Extended periods of typing/computer work	XX			

**Visual Requirements**

The following visual requirements are needed to perform the essential functions of this job.

	Rarely (0-5%)	Occasionally (6-25%)	Routinely (26-75%)	Often (over 75%)
Reading documents for general understanding and accuracy				XXX
Viewing video display terminals (VDTs).		XX		
Driving to complete functions	XX			

**All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.**

Position description agreed to

\_\_\_\_\_ Date \_\_\_\_\_

Minister

\_\_\_\_\_ Date \_\_\_\_\_

Employee

\_\_\_\_\_ Date \_\_\_\_\_

Board