

Job Announcement
December 7, 2018

Acting Choir/Music Director

Summary

Westside Unitarian Universalist Congregation is seeking to employ a half-time acting choir/music director through the end of 2019. Responsibilities include: rehearse and conduct our non-audition choirs; collaborate with the minister and lay worship leaders to select music appropriate to Sunday service themes; coordinate volunteer musicians for non-choir musical offerings; build the congregation's skill, confidence and joy in singing; and participate in other activities related to the development and vitality of our music program. The successful applicant will be musically skilled, an effective choral conductor, open and welcoming to diverse theological and musical traditions and worship formats, able to elicit joyful participation among our musicians and the congregation at large, and an effective communicator. The position requires someone who is well organized and who can coordinate the many ingredients needed to produce a high-quality music program with many volunteer participants.

About Us: Westside is a lively, spiritually liberal Unitarian Universalist congregation of 210 adult members and about 100 children and youth. Unitarian Universalists (UUs) draw upon the wisdom of all the world's religions as well as science, reason and our own life experiences. You can read more about our faith at www.uua.org. We seek to nourish our members' spiritual, intellectual and ethical growth and to provide opportunities to make our world a more loving and just place to live. Our goal is to help all of us live a meaningful life, contribute to social justice and, through our religious exploration program, inspire our children and youth to do the same.

Our music program is creative and diverse. Each Sunday's music is made possible through the combined efforts of part-time paid musicians and volunteers. Our large network of volunteer musicians for Sunday services includes vocalists, instrumentalists, small ensembles and singer-songwriters.

Type of Position: This is a temporary, part-time professional staff position. Employment through the end of 2019 is preferred. Eligibility to apply for a permanent position at the conclusion of the initial employment period is contingent on satisfactory evaluation. A minimum six-month commitment is required. Applicants willing to commit through the end of 2019 will be given preferential consideration.

To Apply: Please send a resume and cover letter to the following email: office@wsuu.org. If you have questions regarding the application process, contact John Britt by text/phone at 206-707-6250 or at Johnwbritt@comcast.net. We will accept applicants until the position is filled.

Submitted documents should address:

1. Your skills, experience, education and training relevant to the responsibilities below.
2. Your experience and comfort with diverse theological and musical traditions.
3. How this position aligns with your personal and professional goals and interests.

Position Start Date: January 1, 2019, or when filled.

Hours/Schedule: 20 hours per week; set hours include one evening choir practice and

Sunday mornings from 9:00 am to 12:30 pm (practice and preparation for service from 9:30 to 10:15 am, service from 10:30 to 11:45 am, and social hour until 12:30 pm). The acting choir/music director will establish office hours and be available by appointment as their work schedule permits. Vacation in July. August availability is required to coordinate and plan for the next year with our new minister.

Compensation: \$24.21 an hour (\$26.42 if UUA Credentialed), plus social security and state industrial insurance. Medical coverage and vacation.

Position Responsibilities:

General Expectations

- Involvement, at some level, in all music-related activities.
- Lead congregational singing for every Sunday worship service or secure a volunteer music leader.
- Track Music Ministry income/expense.
- Socialize with congregation after Sunday worship services.

Sunday Morning Worship and Special Services

- Attend Worship Team meetings for closer collaboration and opportunity to mutually explore our vision for worship and for the musical elements of worship.
- Work with the minister and service leader to develop each Sunday's order of service and choose hymns or other music.
- Choose an appropriate anthem and special music for each Sunday worship service.

Choir Conductor

- Program a diversity of music styles.
- Conduct the Westside choir rehearsals and performances.
- Lend support and coaching to small ensembles, and soloists.
- Prepare music for Sunday worship and special services for the entire year. The current schedule is below, although it sometimes varies for special events.
 1. The main Westside choir sings twice per month--generally on 1st and 3rd Sundays.
 2. The small choir sings the last Sunday of the month plus occasional performances on other Sundays.
 3. Other volunteer small ensembles and soloists perform as needed.

Manage Musicians

- Coordinate and lead the professional rhythm section (piano, bass, drums) for congregational hymn singing and as needed for choral arrangements.
- Communicate with Westside's volunteer musicians to make sure they are offered opportunities to use their talents. Arrange for volunteers or paid accompanist to provide special music for Sunday morning offerings.
- Oversee volunteer music leaders.
- Supervise paid music staff.
- Join the Association of UU Music Ministries (dues paid by Westside).

Audio

- Prepare the AV script for the AV team for each Sunday service.
- Communicate with AV supervisor and audio technician.

- Manage Sunday morning rehearsals and services.

Skills, Competencies and Interests

- Strong musicianship, vocal coaching, vocal and instrumental conducting.
- Ability to work with people (i.e., strong skills in communication, collaboration, organization and problem-solving) and to work with our professional musicians.
- Ability to develop and manage music programs, coordinating with various groups within the congregation.
- Ability to be a key collaborator in creating energetic and thematically integrated Sunday services.
- Interest in and knowledge of a broad range of musical styles.
- Willing to support a variety of alternative worship formats.
- Appreciation of traditional UU musical heritage vis-à-vis our hymnals (*Singing the Living Tradition* and *Singing the Journey*) as well as new and evolving UU musical ideas or themes.
- Interest in supporting and involving children and youth in sharing music in our services.
- Ability to communicate and respond in a timely manner with other staff, the choir, the Music Council, volunteer musicians and the minister.
- Ability to maintain friendly and effective communications with the congregation's members.

Other Desirable Competencies

- Knowledge of Unitarian Universalist values and musical traditions.
- Experience in planning worship services.
- Ability to accompany ensembles and soloists.
- Formal academic coursework or credentials in music.

Supervision: The acting choir/music director reports to the minister. The minister and Music Council will develop goals and performance review with input from WSUU musicians.

Westside Unitarian Universalist Congregation
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