

Unitarian Church in Charleston
Job Description

Job Title: Music Director
Reports to: Minister
FLSA Status: Exempt, part-time (50%)
Date Revised: Spring 2022

Position Summary:

The Music Director oversees and leads the Music Program, working collaboratively with the minister, lay leaders, other volunteers, and staff to create inspirational worship services and other programming that support the mission of the Unitarian Church in Charleston, reflect Unitarian Universalist principles, and strengthen our community.

Principal Duties and Responsibilities:

1. Create an environment that encourages people to participate in the Music Program.
2. Generate new ideas and fresh approaches to promote diversity in the Music Program and engage people of all ages and backgrounds.
3. Collaborate creatively with the minister, staff, and volunteers in the development of Sunday worship services and any special music events or concerts, choosing music and musicians for each service that reflect UU values and represent a diversity of styles, cultures, and musical tastes.
4. Create and direct choral and instrumental musical opportunities for all interested children, youth, and adults in the congregation.
5. Maintain the Church's library of sheet music, practice resources and recordings – both printed and digital. As best as possible, maintain a searchable database of these resources.
6. Prepare practice resources, sheet music, and choral resources as required for choral and instrumental works.
7. Recruit, train, and schedule contract accompanists and paid and volunteer guest musicians for Sunday services.
8. Recruit, train, and manage a volunteer Music Team to assist as needed.
9. Ensure the church is properly licensed for all music performed (in person and live streamed). Adhere to music license reporting requirements.
10. Provide own musical performance as needed.
11. Prepare the annual Music Program operating budget request, and administer the budgets for purchasing of music, repair of instruments, and hiring of guest musicians, and accompanists.

To Apply: Send cover letter and resume to applicants@charlestonuu.org