

FIRST UNITARIAN UNIVERSALIST SOCIETY OF SYRACUSE  
109 WARING ROAD  
SYRACUSE, N. Y. 13224

JOB DESCRIPTION: DIRECTOR OF MUSIC

Reports to: Minister and Chair of the Worship and Music Ministry

Directly Supervises: Choir, lay musicians

Status: Part-time

FLSA: Exempt

Job Summary:

The Director of Music will provide music for church services including selection of musicians, procurement of music, and direction and facilitation of musical accompaniment. The Director will coordinate music with the Minister to provide integration of topics and themes during Sunday services. The Music Director will plan diversity of vocal and instrumental offerings and in musical styles and periods, keeping in mind there will be a variety of needs and abilities in the congregation.

Essential Functions

- A. The Director of Music directs the adult choir in rehearsals, Sunday morning services, and special services as deemed appropriate. Provides musical support as requested to youth programs and special events.
- B. The Director of Music will provide two special music programs during the year.
- C. The Director of Music will communicate with the congregation regarding the music program.
- D. The Director of Music will supervise the use of the music library and will order music for the library when needed. The Director will ensure accountability for borrowed items.
- E. The Director of Music will coordinate payment of paid musicians in accordance with administrative guidelines and agreements with independent contractors.
- F. With the Worship/Music Ministry, the Director of Music will supervise the use and maintenance of instruments belonging to the Society, including the organ, piano, and keyboard. They shall approve in advance the use of the Society's instruments by outside individuals or groups. In the Director's absence, approval of outside use shall be delegated to the Chair of the Worship/Music Ministry.

- G. The Director of Music will attend staff meetings. The schedule will be determined in consultation with the Minister. If the Director of Music is unable to attend staff meetings, it is her responsibility to make other arrangements with the Minister.
- H. The Director of Music will work within the budget for ordinary expenses, and within the Society's policies for significant or unanticipated expenses. The Director of Music will work with the Worship/Music Ministry to make recommendations for the music budget for the following year.
- I. The Director of Music will provide coverage for Sundays when she must be absent.

#### Additional Functions

- A. The Director of Music will serve as an ex-officio member of the Worship/Music Ministry. The Director of Music will attend Board meetings as requested by the Minister or the lay leadership.
- B. The Director of Music will contribute an annual report to the Society's annual report.
- C. The Director of Music will exercise good judgment when using facilities and/or instruments for outside practices and teaching.
- D. The Director of Music may provide music for weddings, memorial services, and other special programs held in the Society when her services are requested. Fees are set in coordination with the Minister.
- E. Membership and participation in denominational and professional organizations are encouraged.

Revised June and September 2010; Approved by the Board of Trustees September 20, 2010

Revised, January 2012, Revised December 2018, Approved by the Finance Team 3/12/2019