

Unitarian Universalist congregation of Princeton
Job Description
MUSIC DIRECTOR

Sunday Worship provides spiritual sustenance, inspiring and strengthening congregants to actively engage the world. Our Music Ministry plays a profound role in making this happen. Music is an integral part of the Sunday service; it enriches the message, engages the spirit and stirs the will. Our Music Ministry reflects the overall mission of our congregation, while also comforting and transforming our members, friends, and visitors. Our Music Director is a spiritual leader who supplies a creative focal point for our congregation's talent, encourages Music Ministry members and congregants alike to develop and express their love of music as part of their religious experience.

UU Princeton is an Equal Opportunity Employer and encourages individuals from historically-marginalized communities to apply. As part of our commitment to full inclusion of all staff and qualified candidates for openings, reasonable accommodations will be made for applicants with disabilities.

For more information on our congregation, please visit www.uuprinceton.org.

Duties and Responsibilities

In coordination with the Parish Minister, the Music Director shall develop, plan and administer the music program of the congregation throughout the congregational year as follows:

1. Consult with Minister(s) and/or Worship Associates to coordinate music and message for Sunday services.
2. Choose choral music striving for diverse and imaginative musical material of high quality.
3. Rehearse the Adult Choir one evening every week and immediately prior to presentation in worship.
4. Conduct the Adult Choir at worship services two to three times per month.
5. Actively recruit members for the Adult Choir.
6. Provide piano accompaniment when necessary.
7. Recruit congregants with musical talent or hire professional musicians to participate in worship services at least once per month.
8. Create and/or support additional musical groups to present in worship at least once per month. These may include an a cappella quartet, bell choir, children's or family choir, instrumental ensemble including an Oompah Band, or other such groups.
9. Support congregational singing through song leading.
10. In coordination with Ministers, plan and supervise music at all Christmas Eve and special services.
11. Present an All-Music Sunday annually, featuring all or many of our ensembles, that is built around a theme chosen by the Music Director with input from the Music Ministry and congregants.
12. Attend Music Committee or Worship Committee meetings as deemed necessary. Advise the Parish Minister of music needs to aid in the preparation of the music budget.

13. Maintain an orderly and up-to-date music library.
14. Assume responsibility for use and maintenance of the pianos. Arrange for repairs; keep records, coordinate payments, and ensure payments are received; grant permission for use and assure proper treatment.
15. Hire, supervise, coordinate payment and evaluate the accompanist, choral section leaders and other music staff as the program grows.
16. Attend weekly staff meetings.
17. Undertake added duties as mutually agreed.

Supervisor	Parish Minister
Supervisees	Accompanist, Section leaders
Hours per Week	20 Hours per week
Months per Year	11 months / year. The month away is typically in the summer.
Compensation	\$34,000 / year, with 50% health insurance coverage and 10% pension contribution after one year.
Start Date	Flexible between Jan. 1 and Feb. 15, 2025

Qualifications and Skills Required

Education: Bachelors degree in Choral Conducting or equivalent, and/or relevant experience and expertise in this area.

- Skills:**
- Dynamic and warm personality
 - Strong choral conducting abilities
 - Basic piano skills, sufficient for rehearsal
 - Knowledge of and skill with music from many cultures
 - Recruiting and relationship building
 - Organizational & administrative skills
 - Dependability and punctuality
 - Ability to work with volunteers

Application Process: Send resume and cover letter to Rev. Bill Neely (Bill@UUPrinceton.org) by Friday, Nov. 15, 2024. Video or audio links that show conducting and performance experience are welcome but not required. A Music Director Search Team (MDST), comprised of UUCP members and the Parish Minister, is guiding our search process. The process will include, for the final applicants, conducting our adult choir for a short time during a rehearsal, which is expected to happen in January. The MDST will recommend a candidate to our congregation's Executive Team (the Parish Minister and the Office Administrator) who will make the final offer. Questions about the process can be emailed to the address above.