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**POSITION DESCRIPTION**

**Job Title: Music Director**

**Reports: Senior Minister**

**Position Status: Permanent Part-time, Hourly (Avg. 8 - 10 hour’s week)**

The Music Director is responsible for creating and leading an inspiring music ministry for Unity of Lehigh Valley located in Emmaus, PA ([www.unityoflehighvalley.org](http://www.unityoflehighvalley.org)). The Music Director is charged with developing and growing the music program in partnership and close consultation with the Senior Minister and other team members, consistent with the Unity of Lehigh Valley Mission, Vision and Core Values. The Music Director is a performer, choir leader and arranger, and a talent recruiter, who is responsible for building a program that creates transformative environments through the inspirational and healing medium of music. The music program is itself a ministry, and with effective leadership, enhances and extends the broader ministry of Unity of Lehigh Valley.

**Areas of Responsibility**

* Select and plan inspiring, creative, and heartfelt music for Sunday and special services, collaborating with the Senior Minister to create a cohesive service that supports the message and theme of the day.
* Provide vocal support for services, including performance of feature numbers (solo or choir and usually one per service) and leadership of congregational singing, teaching of new songs, and creation of opportunities for congregational participation in music.
* Schedule and coordinate guest musicians either through recruitment or in response to inquiries from potential musical performers, ascertaining, in collaboration with the Senior Minister, their viability for Unity of Lehigh Valley services.
* Recruit, equip, motivate, and rehearse vocalists, musicians, and the choir, as needed.
* Collaborate with the AV & Livestream team to create optimal sound and balance of performances, both in the sanctuary and on the livestream feed.
* Communicate regularly and in a timely manner with the Senior Minister and staff.
* Attend Staff meetings and provide the Music Ministry Report.
* Available for work on evenings and weekends for special services (e.g., Christmas, New Year’s Eve, Holy Week, Unity World Day of Prayer . . .) and for holiday functions.
* Plan and produce special musical events/concerts in collaboration with the Senior Minister (e.g., talent show, coffee house, Christmas pageant . . .) for Unity of Lehigh Valley fundraising.
* Coordinate with Office Administrator to post schedule in church calendar and coordinate volunteer support, as needed, regarding music program activities. Provide music information (e.g., song titles, guests, lyrics . . .) to the Office Administrator and the Senior Minister for the slides and weekly newsletters.
* Develop music programs for children and youth in coordination with the Senior Minister.
* Maintain music resources, adhering to copyright laws and limits of licenses.
* Remain up to date on the latest music and trends in New Thought, attending conferences and workshops as budget and time allows.

**Qualifications**

* Demonstrate general music competency. Prefer a BS in music or chorale music or 5 years related experience performing and directing music. Minimum two years’ music direction experience in a church setting.
* Proven vocal and instrumental skills, demonstrable by recordings, videos and relevant references (refer to Required Musical Competencies below).
* Ability to organize, coordinate and motivate musicians.
* Experience in choral direction, arrangement, and recruitment, with the ability to work with group energy and support the musical development of adults and youth.
* Committed to the church’s mission, vision, leadership, and people. Knowledge of/commitment to New Thought and, most desirably, Unity teachings and Principles.
* Personal commitment to continuous spiritual growth, love and respect for people.
* Flexible, energetic, good-humored, positive and a cooperative team player.
* Dependable, responsible, self-motivated and creative.

**Required Musical Competencies:**

* Conversant in and, experienced with, a wide range of multi-generational styles and traditions, but with a focus on contemporary and New Thought music.
* Professional keyboard proficiency, including clavinova, synthesizer and MIDI competence, as well. Additional instrumental proficiency a plus.
* Professional arranging and charting skills (ideally with competence in standard notational software, e.g., Sibellius & Finale). Composing skills, a plus.
* Solo performance experience, a plus.
* Experience in producing and directing musical events.
* Experience or familiarity with youth music ministry, a plus.

**Time Requirements**

This is a permanent, part-time, hourly position (8-10 hours week) with attendance on Sundays from 9:00 am to 11:30 am required. An additional (5) hours per month at the discretion of the Senior Minister based on increased workload (particularly around Christmas and Easter seasons). The Music Director may schedule one Sunday off per quarter with pay (4 annually) and is responsible for coverage of duties. Additional time off may be arranged with the Senior Minister, with coverage of duties and without compensation.

**Compensation**

Monthly compensation commensurate with education and experience and as agreed upon with the Senior Minister and approved by the Board.

No benefits.

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**Unity of Lehigh Valley Music Director**

**Candidate Questionnaire**

* Please describe your previous experience in music ministry.
* What is your spiritual background/current practice?
* Please describe your experience in choir and congregational singing.
* What musical instruments do you play and at what level of proficiency?
* Please describe your personal approach to music ministry.
* What experience do you have working with youth?
* What technical skills do you bring to this position?
* What contacts do you have with the wider music community, locally and nationally?
* Why would you like to serve as the Music Director of Unity of Lehigh Valley; and what special skills and talents do you bring to the community?