

MUSIC DIRECTOR JOB DESCRIPTION

Updated 12/14/25

The Music Director at Granite Peak Unitarian Universalist Congregation (GPUUC) directs the choir, administers, and coordinates all aspects of Sunday morning music and other special worship services.

The Music Director reports to the Minister or their designee. The position is part-time, 440 hours per year (for 10 hours per week, for 44 weeks.) with vacation in June and July. Salary is \$25 per hour,

Responsibilities:

Directing the Choir

- Chooses and prepares choral music for the choir to sing on Sunday mornings (2 times per month from August through May) and occasional special services.
- Actively recruits and trains singers for the adult choir.
- Maintains regular communication with the choir regarding its upcoming schedule and provides audio as well as PDF files of up-coming music, whenever possible. Oversees any choir volunteers (e.g., music librarian) and the administrative needs of the choir for the smooth and effective functioning of this group.
- Strives for musical excellence, while encouraging and sustaining esprit-de-corps within the choir.

Leadership

- Nurtures community through musical growth in the choir, and the congregation.
- Cultivates relationships with musical colleagues both within the community and those in other churches, and in the wider denomination (e.g., through statewide musical activities and the UU Musicians Network).

Administration

- Develops a yearly budget, including ordering sheet music and supplies as needed and arranging for care of the keyboard instruments.
- Recruits occasional volunteer and guest musicians for Sunday worship services, including song leaders when needed or helpful.
- Consults weekly with the minister (and/or upcoming guest speakers) to select and integrate music into the Sunday worship service and list titles and attributions in weekly Order of Service.
- Attends GPUUC staff meetings.
- Communicates with the congregation through the monthly newsletter, "The View", and in an Annual Report of the Music Program.
- Communicates with the Board of Trustees via a short monthly report.

Required Competencies

- Respect for UU values and principles
- High level of musical expertise and appreciation for diverse styles of music
- Ability to work well with and inspire volunteers

- Ability to function effectively as part of the GPUUC staff
- Excellent planning, organizational, and time management skills