

**First Parish in Hingham, Unitarian Universalist Church
(Old Ship Church) 107 Main Street, Hingham, MA 02043**

Position Offered: half time Music Director - 20 hours a week
Please submit a resume, cover letter, and professional references. Send application materials by way of email to Dr. Pat Bianco bluesulphur3@yahoo.com

This half time position consists of 20 hours a week with attendance expected on Sunday mornings from mid-September through mid-June and at other times as necessary. Salary is \$22,000.

Music Director's Job Description

The Director of Music leads the music ministry of Old Ship Unitarian Universalist Church. This includes working with the minister and the Worship and Music Committee as supervisors, staff, and lay leaders in order to develop a well-rounded music ministry for worship services and special events.

Responsibilities:

- + Facilitates effective musical leadership for all worship services by choosing, playing the music and directing the choir.
- + Encourages church members' participation in the ministry of the church by recruiting choir members, instrumentalists.
- + Consults with the minister for hymn selection at all worship services.
- + Selects and hires the members of the church quartet and rehearses them along with the choir. Initiates their contracts and pay.
- + Submits information about weekly music in the service to the Church Office Administrator. Writes monthly newsletter report and updates music information on the website.

- + Maintains the music library of the church and purchases new materials as required. Monitors copyright restrictions and ensures appropriate licensing is maintained.
- + Works with the minister and others to provide quality and innovation in the church music.
- + Participates in continuing education opportunities to gain new ideas and expertise.
- + Prepares appropriate music and guest musicians for special services, including Christmas Eve.
- + Attends meetings of the Worship and Music Committee. Attends Board Meetings general parish meetings when required or appropriate
- + Plans and manages budget for the the music ministry along with the Worship and Music Committee.
- + Ensures the proper maintenance of musical instruments, keeping them in good playing condition.
- + Provides self evaluations each year and meets with the minister and chair of the Worship and Music Committee for discussion of achievements, challenges, ideas.
- + Finds coverage for absences with the help of the Worship and Music Committee.
- + Conducts weddings, funerals, etc. on an individual basis. Payment is from outside group.

Qualifications:

- +Accomplished musician and choir director. Instrumental skills: organ, piano.
- + Knowledge of music selections available for worship across many genres of music to elevate the worship experience. Innovative.
- + Ability to work with multiple groups and help maintain church unity and harmony.
- + Enthusiastic. Organized. Excellent personal communication skills are essential.

