

**All Souls Unitarian Universalist Church  
4501 Walnut Street  
Kansas City, Missouri 64111**

**Position:** Director of Music (PT)  
**Department:** Music  
**Supervisor:** Senior Minister  
**Subordinates:** Section Leaders – Choir  
Children’s Choir Director  
Bell Choir Director  
Accompanist  
**FLSA Classification:** Nonexempt  
**Date Prepared:** January 22, 2009  
**Date Revised:** March 29, 2012

**POSITION SUMMARY**

Manages All Souls’ Music Program so that it supports the mission of the church. Performs as Accompanist (or supervises accompanist), Choir Director, and Artistic Director for worship services and other church events. Ensures that stimulating, diverse and imaginative musical performances are of professional quality. Encourages participation of the congregation in the Music Program. Manages the use and maintenance of church instruments.

**RESPONSIBILITIES**

- A. Performs a variety of management duties to plan, organize and implement a Music Program.
  - 1. Develops an annual plan for the Music Program, in conjunction with the Music Committee and Senior Minister.
  - 2. Develops and administers the annual Music Program Budget.
  - 3. Authorizes purchases of supplies, equipment and music for the Music Program.
  - 4. Oversees the proper use and maintenance of all musical equipment owned by All Souls.
  - 5. Identifies, engages and supervises all guest performers; authorizes payment to professional guest performers.
  - 6. Oversees compliance with the copyright laws.
  - 7. Develops promotional materials and communications for all music programs.
  - 8. Oversees maintenance of Music Program Records, including the Music Library.
  - 9. Maintains working knowledge of materials/resources available from UUA and elsewhere.
  - 10. Supervises the Children’s Choir Director, the Bell Choir Director, and Section Leaders and conducts annual performance evaluations.
  - 11. Regularly attends meetings with Senior Minister, Staff and Music Committee.

B. Serves as Artistic Director for All Souls' Music Program.

1. Is responsible for the selection and performance of appropriate music for worship services and other church events.
2. Collaborates regularly with the Music Committee and Senior Minister on the selection of music and guest performers, and with church members who are planning a lay led service.
3. Scores, arranges, and copies music as needed.
4. Meets with Choir, Soloists, and others to prepare for performances.
5. Conducts rehearsals and performances.
6. Advises and supervises the Bell Choir Director and the Children's Choir Director on the appropriate role of their choirs in the Music Program.

C. Performs for church services.

1. Performs at each Sunday Service and other scheduled church events, including Christmas Eve, Music Sunday and for joint events with other organizations at All Souls and other locations.
2. Performs without charge at funerals of members but may accept an honorarium if offered. If not available recommends a suitable substitute.
3. Maintains a referral list of accompanists for fee-based performance at funerals of non-members if not available.
4. Performs at member weddings as contracted by the member.
5. Has first right of refusal for all non-member funerals and weddings.

## **REQUIRED QUALIFICATIONS**

Minimum Bachelor of Arts in Music preferred with at least three years of experience in one of the following areas: choral directing, music directing, or artistic directing. Must be an accomplished pianist. Must exhibit spiritual values consistent with the principles of All Souls Unitarian Universalist Church.

All Souls will make accommodations to enable an individual with the disabilities to carry out the responsibilities of the Music Director's Position.