

Peterborough Unitarian Universalist Church

25 Main Street Peterborough, N.H, 03458 (603) 924-6245
puuc@uupeterborough.org

JOB DESCRIPTION Music Director or Choir Director & Organist-Pianist

Peterborough Unitarian Universalist Church (PUUC), a progressive congregation in Peterborough, NH, is looking for dynamic, experienced staff to bring leadership, musical excellence and variety to our music ministry. We will hire either one or two staff. A MUSIC DIRECTOR will report to our minister and be responsible for everything that follows in this job description. Or, we will hire a CHOIR DIRECTOR and an ORGANIST-PIANIST, with reporting relationships and responsibilities for the administrative items below to be decided.

We require at least two years of experience. Ideal candidates will be well versed in a variety of musical genres and will be able to provide a rich diversity of engaging music in worship. Demonstrated competence conducting a choir and proficiency with organ and piano are essential, and an interest in working with children and youth is a plus. Candidates will embrace working in a liberal religious setting and will engage collaboratively in creating Unitarian Universalist worship.

We worship on Sunday morning from mid-September thru mid-June. Music staff, however, work from mid-August thru mid-June, and will be contracted for between ten and twenty hours each week, depending on whether we hire one or two staff. Salary will be commensurate with abilities, experience, and number of contracted hours per week or Sundays per year.

Additional information about our congregation and Unitarian Universalism can be found at uupeterborough.org and uua.org. Interested candidates will please send a resume and cover letter to musicsearch@uupeterborough.org.

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RESPONSIBILITIES

CHOIR DIRECTOR

- * Conduct weekly choir rehearsals. For many years the choir has rehearsed on Sunday morning prior to worship.
- * Conduct the choir during worship services: two Sundays each month, including Easter, and on Christmas Eve.
- * Conduct congregational singing as needed.
- * Select, purchase and prepare choir music.
- * Membership and engagement in the Association for Unitarian Universalist Music Ministries (AUUMM), including periodic attendance at the AUUMM conference.

ORGANIST-PIANIST

- * Accompany the choir during weekly rehearsals and when performing in worship services (two Sundays each month, including Easter, and on Christmas Eve).
- * Provide piano and/or organ music (ingathering, prelude, offertory, postlude) on thirty-five Sundays between mid-September and mid-June, including Easter, and on Christmas Eve.
- * Arrange for qualified professionals, and oversee the tuning and maintenance of two grand pianos (one Steinway, one Knabe) and our 1867 E. & G. G. Hook two-manual tracker organ. Andover Organ Company maintains the organ.
- * Membership and engagement in the Association for Unitarian Universalist Music Ministries (AUUMM), including periodic attendance at the AUUMM conference.

ADMINISTRATIVE

- * Coordinate music for worship with the minister or worship leader, Worship Committee, church office, tech team, and/or guest musician/s as needed.
- * As part of providing engaging and varied music for worship, arrange for musicians and singers from within the congregation as well as the greater community to perform during our services.
- * Arrange for substitute musician/s when needed.
- * Attend Worship Committee, and staff meetings as needed.
- * Prepare the annual music budget and maintain spending records.
- * Be able to work with our technology team to provide high-quality hybrid worship: in-person in the church sanctuary and online via Zoom.

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- * Maintain copyright license(s) and report broadcast or recorded music titles as required by license(s).
- * Encourage congregants to participate in the choir.
- * With volunteer assistance, maintain the church music library.

QUALIFICATIONS

CHOIR DIRECTOR

- * demonstrated conducting expertise
- * proven rehearsal skills
- * ability to form singers with various abilities into a successful ensemble
- * established repertoire of varied and engaging music that meets worship needs and is appropriate to the choir's abilities

ORGANIST-PIANIST

- * demonstrated competence on both organ and piano
- * established repertoire of varied and engaging music for worship for both organ and piano
- * proven skills accompanying a choir and other musicians
- * familiarity with arranging for maintenance and repair of the organ and pianos

ADMINISTRATIVE

- * ability to identify, evaluate and select guest musicians
- * ability to encourage and motivate others
- * familiarity and comfort with working with volunteers
- * good relational, organizational, administrative and communication skills