

**First Unitarian Church of Dallas**  
**4015 Normandy Avenue**  
**Dallas, Texas 75205**

## **JOB OPENING ANNOUNCEMENT**

**Job Title:** Director of Music

**Reports To:** Minister of Community Care & Engagement

**Payroll Classification:** Exempt, full-time

**For information or to submit an application, please contact [DirectorOfMusicDallasUU@gmail.com](mailto:DirectorOfMusicDallasUU@gmail.com)**

### **Summary**

The Director of Music will serve the church by organizing and presenting a high-quality, dynamic, and diverse music program. They will direct, rehearse, coordinate, and supervise staff and volunteers to further this progressive religion, building upon the church's well-established, respected music tradition.

### **Essential Duties and Responsibilities**

Working closely with the ministerial staff, the Director of Music will program a broad range of music to help create and sustain meaningful worship experiences for Sunday morning services and additional special services, including weddings and memorials. This includes recruiting, auditioning, and directing adult choirs; supervising and coordinating other music associates, choir directors, and accompanists; and guiding the children's choir director to develop a high-quality children's choir program. In addition to the choral programs, the director will recruit church members and invited guests to contribute other musical offerings, showcasing a wide range of musical styles, genres, cultures, composers, and countries of origin, representing the many types of congregants participating in worship in the sanctuary and online each week (current average combined attendance of 600 to 700 individuals).

The Director of Music's administrative duties include preparing an annual music budget; monitoring and creatively utilizing restricted funds; monitoring the purchase, maintenance, and replacement of instruments, music-related equipment, and supplies (including the pianos and pipe organ); selecting and purchasing music for all ensembles; and recruiting and managing volunteers to help maintain the music library. As part of the worship team, the Director of Music will participate in regularly scheduled church staff meetings.

### **Qualifications**

Successful applicants will possess the following qualifications, or their functional equivalents:

- A graduate music degree
- 5 years of experience in a similar position
- Background in successful choral conducting
- Excellent keyboard skills (the church uses a Walker 19-rank, 25-stop tracker action organ in the sanctuary; there are two Steinway grand pianos available).
- The ability to competently perform each essential duty

### **Expectations**

The Director of Music is expected to:

- Thrive in a highly collaborative staff and church culture
- Lead volunteers and guest performers with enthusiasm and kindness
- Have comfort and fluency with Unitarian Universalist identity, culture, and values

- Understand the role of the Director of Music as a leader in worship arts in and beyond the church
- Be committed to, and able to balance, high quality traditional and contemporary sacred musical styles in creative and sensitive ways

### **Benefits**

- Salary will vary depending on experience and qualifications, and will range between \$77,600 and \$108,700
- Health insurance
- Flexible-spending account
- Optional dental and vision insurance
- Paid time off plus paid holidays
- Retirement account
- Life Insurance
- Accidental death and dismemberment insurance
- Short-term and long-term disability insurance

### **Additional Skills and General Competencies**

The Director of Music must possess other skills that are customary and usual for a position of this nature. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Applicants must be able to pass a criminal background check in order to work for this organization.

### **Non-discrimination Statement**

The First Unitarian Church of Dallas does not discriminate against or exclude individuals on the basis of race, color, national origin, age, disability, religion or sex (including pregnancy, sexual orientation, and gender identity).

### **Statement on Racial Equity**

The First Unitarian Church of Dallas creates and nurtures an enduring, liberal, religious community where all souls shall grow in harmony with the divine through worship, education, service, and fellowship. Since its founding in 1899, members of The First Unitarian Church of Dallas, Texas have unflinchingly added their voices to the cry for a more just and compassionate world. The church affirms and promotes the inherent worth and dignity of every person; supports and promotes justice, equity and compassion in human relations; and supports and promotes racial equity, justice, and liberation for every person.

### **Applying for the Director of Music Position**

Deadline for applications is midnight central time on Monday, January 15, 2024. To apply, please send all items on the following list in a single email to [DirectorOfMusicDallasUU@gmail.com](mailto:DirectorOfMusicDallasUU@gmail.com)

- Letter of interest describing your skills, background, training, and accomplishments that make you qualified for the position
- Resume or Curriculum Vitae
- Links to no more than three audio/video examples that demonstrate your skills (do NOT attach media files to your email – for security reasons they will not be opened)
- Additional information about your knowledge, skills and abilities you believe may be helpful to the hiring team

Finalists for the position of Director of Music may be invited to audition in person in early 2024. The successful candidate can expect a start date in mid 2024.