

Job Description

First Parish Church, Duxbury, MA
Unitarian Universalists

Title: Director of Music / Music Director

Reports To: Minister

FLSA Status: Exempt

Hours and Schedule: 12-15 hours/week, including evenings and weekends for rehearsals and services

Anticipated Start Date: September 2, 2025

Compensation Range: \$23,625 – \$27,000

Position Summary

The Music Director is responsible for leading all aspects of the music program at First Parish Church, Duxbury. Music is central to the spiritual life of the congregation and a vital expression of our mission. The Music Director collaborates closely with the Minister and other staff members to provide musical leadership and direction for worship services, special events, and community outreach. This role includes directing the Adult Choir, playing keyboard instruments as needed during services, and recruiting both volunteer and paid musicians. The Music Director fosters a diverse and inclusive music ministry that nurtures participation, spiritual engagement, and high artistic standards. The Music Director shall have one Sunday per month off in coordination with the organist.

Core Competencies

- Artistic and musical excellence; musical ability – organ/piano/keyboard, other instrument, and vocal
- Strong skills in choral directing
- Excellent leadership, collaboration and interpersonal skills
- Ability to develop, plan, organize, and execute music programs and services
- Commitment to inclusivity and diverse musical styles
- Flexibility and professionalism in working with volunteers and staff
- A passion for engaging music as spiritual expression

Essential Functions

The Music Director:

- Leads and coordinates all aspects of the church's music program
- Collaborates with the Minister, Religious Education Administrator, and lay leaders in planning Sunday worship and special services
- Rehearses and conducts the Adult Choir weekly (September through June)
- Shall be available to provide instrumental support during services and special programs as needed
- Selects and arranges appropriate choral, instrumental, and solo music for services in collaboration with the Minister
- Recruits, supervises, and supports volunteers and paid musicians

- Schedules for soloists and instrumentalists for worship and special events
- Engages with the larger music community and invites guest musicians to diversify and deepen the music ministry of the congregation
- Has right of first refusal to provide the music needed for weddings, memorials, and other special services (separately compensated)
- Participates in staff meetings and occasional church-wide planning sessions
- Maintains regular communication with staff and music participants
- Supervises the church organist and other professional music personnel
- Attends Worship-Music Committee meetings monthly and staff meetings as directed by the Minister
- Prepares budget with Worship-Music Committee to fund music purchases, instrument maintenance, and guest musicians
- Submits music related content to the Office Administrator in a timely manner for the weekly Order of Service
- Provides an end-of-year report for the Annual Program Meeting
- Ensures congregational compliance with copyright laws
- Engages volunteers to curate, maintain, and update the music library
- Consults with Audio-Visual staff or volunteer as needed for musical related needs

Qualifications

- Training/professional experience conducting and teaching choral music
- Accomplished musician with expertise in choral conducting and keyboard accompaniment
- Minimum 3 years of experience in a church or similar setting preferred
- Familiarity with diverse musical traditions and genres
- Ability to recruit and work with both professional and volunteer musicians
- Commitment to the mission and values of Unitarian Universalism
- Ability to pass CORI check

First Parish Church Unitarian Universalist of Duxbury is a Welcoming Congregation and an Equal Opportunity Employer that prohibits discrimination based on race, color, sex, religion, national origin, ancestry, religious creed, disability, age, sexual orientation, familial status, veteran status, criminal record, and gender identity or expression.

Applicants are asked to submit a letter of intent, resume, and at least three references no later than July 31st. Address is: personnel@uudux.org

Website: uudux.org