

## **First Unitarian Society of Ithaca, NY Choir Director Job Description**

### **Job Summary:**

**Reports to:** Music Director

**Effective Date:**

**Status:** Part-time, 10-month, non-exempt position

**Job Overview:** First Unitarian Society of Ithaca (FUSIT) is a mid-sized Unitarian Universalist congregation with a history of a rich and vibrant music program. The Choir Director supports the vision and mission of FUSIT by leading the choir. The Choir Director is primarily expected to help build strong, positive, and meaningful relationships with and between choir members and with the congregation and encourage choir engagement with our Unitarian Universalist values. The Choir Director is expected to nurture and strengthen a respectful, inclusive, supportive, and safe environment; truly enjoy creative expression and music; and support FUSIT's commitment to become an intentionally and actively anti-racist, welcoming congregation. The Choir Director collaborates with the Music Director, Music Team, the Minister and staff, and others.

### **Essential Functions:**

- Conduct the adult choir at Sunday morning services for approximately monthly performances
- Be responsible for a holiday choir to sing multiple pieces at the Christmas Eve service(s). This involves recruiting community members, holding extra weekend rehearsals, and coordinating with the organizers of the service(s)
- Ensure the quality of performance through planning and execution of regular weekly rehearsals, including choosing of repertoire
- Consult with the Music Director to hire any outside guest musicians.
- Order sheet music and help maintain the music library
- Communicate regularly with existing choir members, and recruit new ones.
- Be responsible for the long-term musical development of the choir
- Consult regularly with the Music Director, Minister, staff, and Music Team
- Attend monthly staff meetings, and Music Team meetings (approximately monthly)
- Engage in regular professional development

### **Minimum Qualifications:**

**Education:** College diploma or equivalent preferred. Music degree preferable, but relevant job and life experiences may be substituted.

**Licensure:** Satisfactory background check. Membership in appropriate professional organizations preferred

Significant study and/or experience in choral singing and conducting. Ability and willingness to conduct an adult choir.

**General Statement of Responsibility:** The Choir Director is under the supervision of the Music Director. The Choir Director's duties will extend from mid-August through mid-June

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of the following year. The time commitment will average 20 hours per month (with significantly more time in November and December) which will include responsibilities as outlined above.

### **Core Competencies:**

*Mission ownership.* Demonstrates understanding and full support of the Unitarian Universalist mission, vision, values, history and beliefs of the congregation; can teach those values to others; consistently behaves in a manner congruent with the mission, vision, values, history and beliefs.

*Developing and motivating volunteers.* Creates a climate in which people want to do their best; empowers others; invites shared input and decision making; makes each individual feel that their work is important; communicates expectations clearly; maintains open and active dialogue with volunteers; thinks strategically about the continual need for a next generation of leaders and works to build the volunteer base.

*Interpersonal relationships.* Relates well to all kinds of people, and finds special joy in relating to children and youth; engages in thoughtful and attentive listening; builds appropriate rapport; builds effective and constructive relationships; considers the impact of their actions on others; uses diplomacy and tact; is regarded as a team player.

*Communication skills:* Is able to deliver a message clearly, articulately and with appropriate emotion in a variety of settings and mediums; demonstrates communication styles appropriate to the situation at hand; adjusts the message, without losing the essence of the message, depending upon the circumstance and the listener; clearly delivers message in a tone appropriate to the context; avoids communication triangles.

*Delegation:* Clearly and comfortably delegates both routine and important tasks and decisions; appropriately shares authority and responsibility; creates accountability; sets clear objectives and measures, monitors process, progress and results; builds feedback loops into the work; trusts people to perform their own work.

*Self-Development:* Sets appropriate personal work objectives, measures own progress, identifies personal gaps in knowledge, understanding and skill; undertakes appropriate activities to develop needed skills; seeks regular feedback on performance; knows personal strengths and weaknesses, is sensitive to changing personal and organizational requirements and changes accordingly.