

Music Coordinator
First Unitarian Society of Ithaca, New York

Reports to: Director of Congregational Life

Supervises: Choir Conductor

Effective Date: July 1, 2025

Status: Part-time (15 hours/week), 10 months per year, non-exempt, working most Sundays

Job Overview:

First Unitarian Society of Ithaca (FUSIT) is a mid-sized Unitarian Universalist congregation with rich and vibrant programs. The Music Coordinator supports the vision and mission of FUSIT by leading music programming and coordinating guest musicians. The Music Coordinator is primarily expected to help build strong, positive, and meaningful relationships with and between congregants and encourage musical engagement with our Unitarian Universalist values. The Music Coordinator 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 Music Coordinator collaborates with the Music Team, the Director of Congregational Life, and staff, and others. This position requires work on most Sundays and Tuesdays. The exact days and hours worked will be determined by mutual agreement of the Music Coordinator and Director of Congregational Life/Ministry Visioning Team.

Physical Requirements:

The physical functions described here are representative of those that must be met by an employee to successfully perform this position. Reasonable accommodations may be made upon request to enable individuals to perform the functions of the role.

Daily requirements include (but are not limited to):

- Ability to sit/stand – amount of time may vary
- Typical manual dexterity for working with papers, files, computers, standard technology
- Ability to play piano/organ and other instruments.

Usual work environment/equipment used: This position operates in a church work environment with an expectation to interact with the congregation and utilize standard office equipment.

Essential Functions:

- Oversee overall music programming for the congregation, supporting and leading new initiatives, as appropriate.
- Provide music for most Sunday morning services including hymns and additional musical selections or ensure there is music programming and performers scheduled.
- Schedule special music drawing from the choir, congregational members, and other guest musicians. The music should be chosen in collaboration with worship leaders and

complement the monthly theme and specific service needs, with attention to the UU liturgical calendar and special services.

- Ensure all music programming and offerings reflect the music team's mission of providing music of high quality and diverse styles and facilitating musical participation from the church community.
- Partner with the Music Team including assisting with recruitment and engaging with team members on ways to support the music ministry.
- Take responsibility for the Music budget, including monitoring department expenses versus budget and providing recommendations for next years department budget
- Collaborate with the worship leader and other staff or lay leaders to plan and execute music for worship services.
- Be responsible for planning music for Christmas Eve services, coordinating with choir conductor, the worship leader, and other staff and volunteers as appropriate.
- Attend weekly staff meetings, as well as monthly Music Team, Team Leader's Council, and Celebration Team meetings whenever possible.
- Serve as the ultimate point of contact for questions regarding the music program of the church and provide appropriate referral instructions to other staff or volunteers.
- Ensure that the choir conductor and choral program is in line with larger ministry on matters including organization, integration with RE and other church programs, music selection, and musical performance.
- Consult regularly with their supervisor, staff, and the music team.
- Be responsible for overseeing and scheduling the maintenance of the organ and piano.
- Act as the direct supervisor of the choir conductor, including annual evaluations.
- Maintain music parts of the website.
- Maintain the choral library and other music resources.
- Support guest musicians and speakers with the sound system and communicate regularly with the Tech Team to ensure a smooth production at services and events.
- Participate in ongoing professional development
- Comply with Expectations of FUSIT Professional Etiquette. (Appendix #1)
- Occasional additional responsibilities as needed

Minimum Qualifications:

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

Membership in appropriate professional organization(s) preferred (AUUMM - Association of Unitarian Universalist Music Ministry)

Willingness to participate in professional development to learn about and integrate Unitarian Universalist values into the music program.

Skills: Demonstrated knowledge and ability to coordinate the entire music program of the church. Accomplished, experienced musician and performance organist/keyboardist. Ability and willingness to accompany congregational hymn singing. Ability and willingness to accompany other performing musicians. Ability and willingness to provide song leading.

General Statement of Responsibility: The Music Coordinator's duties will extend from mid-August through mid-June of the following year. The time commitment will average fifteen hours per week which will include responsibilities as outlined above.

The employment of the successful job candidate is conditional upon receipt of a satisfactory background check appropriate to the position.

EEOC & Affirmative Action Statement: Equal Employment Opportunity is a fundamental goal and policy of FUSIT. FUSIT recognizes and reaffirms all federal and state laws preventing discrimination against applicants and employees on the basis of any protected class or characteristic. It is the duty of FUSIT to provide reasonable accommodations to qualified individuals under the Americans with Disabilities Act (ADA).

Approved by Operations Administration Team: March 2025

Approved by Personnel Committee: March 2025

Approved by Board of Trustees: March 2025