

First Parish in Concord



Unitarian Universalist

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### ***Job Description for Open Position***

**Job title:** Contemporary Music Leader  
**Reports to:** Director of Music Ministry  
**Work schedule:** 6-8 hours per week, 10 months per year (mid August through mid-June) See below for specific time requirements.  
**Start Date:** Mid-August 2020  
**Salary Range:** \$8,000-\$10,000 depending upon scope of job and skills  
**Date:** January 23, 2020

**Contact:** Elizabeth Norton, Director of Music Ministry  
**Phone:** 978-369-9602 ext. 420  
**Email:** [musicsearch@firstparish.org](mailto:musicsearch@firstparish.org)

*First Parish in Concord invites job applicants of diverse race, color, religion (creed), gender, gender expression, age, national origin (ancestry), ability, marital status, sexual orientation, and military status.*

#### **Position Summary**

Music plays an integral role in the spiritual and community life of First Parish in Concord. The Music Ministry of First Parish offers singers and instrumentalists of all ages and abilities opportunities to make music together and to minister to one another, the congregation, and the wider world through music.

The Contemporary Music Leader will lead the Contemporary Vocal Ensemble, an adult ensemble that provides music for regular Sunday morning worship services 4-5 times a year; and collaborate in planning and leading our monthly "Open Door" contemporary service, which currently meets on the first Tuesday evening 6:00-7:00 pm. The preferred candidate will also be able to provide keyboard or other accompaniment for the Youth Gospel Choir, which rehearses Sundays 9:00-9:45 am.

#### **Principal Duties and Responsibilities**

##### **Contemporary Vocal Ensemble**

- Direct and recruit membership for Contemporary Vocal Ensemble, including a volunteer "house band" and vocalists (currently approximately 20 singers).
- Rehearse this group in preparation for four or five worship services between September and June.

- Choose and acquire repertoire appropriate for UU worship.
- Lead contemporary musicians during worship services.
- Engage outside musicians as needs and budget allow.
- Maintain current roster of members and communicate plans to membership through email, social media, newsletter, etc.

### **Worship**

- With clergy, Director of Music Ministry, and other staff, plan and lead music for “Open Door” contemporary services, currently on the first Tuesday evening of each month, October through June.
- Accompany choirs, worship services, and other musical events as needed and negotiated.

### **Gospel Choir**

- Provide keyboard or other accompaniment for the Youth Gospel Choir at weekly rehearsals and in 4-5 services per year, including Christmas Eve

### **Time Requirements:**

- **Contemporary Vocal Ensemble:** Rehearse from 11:30 to 12:30 for approximately 16 Sundays, September – June TBD.
- **Open Door:** Currently first Tuesday of the month, October – June from approximately 5:00 to 7:30pm (service is at 6pm)
- **Gospel Choir Accompaniment (if included):** Sunday mornings mid-September thru mid-June 8:45 to 10am. 10am – 11am on Sundays when Gospel Choir leads worship.

### **Job Qualifications**

- Familiarity with music appropriate for Unitarian Universalist (UU) worship, especially music in contemporary gospel, jazz, and popular styles
- Respect for and sympathy with Unitarian Universalist values and principles
- Availability on Sunday mornings, one (currently Tuesday) evening a month and Christmas Eve.
- Band-leading skills; keyboard proficiency preferred
- Choral conducting or group song-leading skills
- Strong vocal skills and/or understanding of vocal production
- Dedication to nurturing and encouraging amateur musicians
- Strong interpersonal, communication, and organizational skills
- Ability to work both on a team and to take personal initiative

See also [General Expectations of the Staff at First Parish in Concord.](#)

Resumes/applications are being accepted through March 31, 2020, with an anticipated start date of August 16, 2020. To apply, please email your resume to [musicsearch@firstparish.org](mailto:musicsearch@firstparish.org) or mail to: Director of Music Ministry, First Parish in Concord, 20 Lexington Road, Concord, MA 01742. Applicants who do not meet all the qualifications but who are excited by this position are encouraged to apply.