

Jennifer Hayman
Director of Music and Arts



POSITION AVAILABLE: Associate Director of Music and Arts

JOB DESCRIPTION

All Souls Church Unitarian is a diverse, spirit-growing, justice-seeking liberal religious community, and music is central to our mission. We are a thriving congregation with a diverse music program consisting of eight ensembles and over 200 participants. The church has been named a Best House of Worship by *DC City Paper* voters, and regularly hosts progressive religious and social justice leaders from around the world, and events that promote our values in and beyond the nation's capital. We seek a bold, creative Associate Director of Music and Arts who will work in conjunction with the Director of Music and Arts to continue to uphold and expand our living legacy.

RESPONSIBILITIES

1. Brainstorm and collaborate with the Director of Music and Arts and other church staff on performance opportunities, repertoire, and general program visioning/implementation.
2. Leadership of two music ensembles: All Souls Jubilee Singers (adult ensemble with emphasis on music in the oral tradition, monthly performances in worship) and the All Souls Children's Choir (beginner choir for ages 5-9 with quarterly performances in worship. Successful leadership of this ensemble requires lesson planning, classroom management, and possible accompanying).
3. Attend monthly music program team meetings (virtually).
4. Attend and prepare for quarterly worship planning meetings with other worship staff.
5. Coordinate with audio/visual team to adequately prepare for our hybrid worship format.
6. Help write arrangements and charts for various ensembles.
7. Hire and rehearse with guest musicians/band to prepare for Sunday worship.
8. Support staff for music-related programs and events.
9. Complete other music and administrative duties as assigned.

QUALIFICATIONS

1. **MUSICAL:** Excellent musicianship, including fluency in reading music and competency in singing and teaching in the oral tradition. Understanding of vocal technique/production and ability to teach it to others. A basic level of piano proficiency is required for this position, and strong piano skills are a bonus. Competency in music notation software (Finale, Sibelius) to create charts/lead sheets as necessary is required. Time management and ability to run an effective rehearsal is also required.
2. **ORGANIZATIONAL:** Our staff team is highly collaborative, and regular communication with music program staff and church staff is necessary. Regular on-site presence is expected. The candidate should also be in regular communication with the ensemble members to share expectations, repertoire and calendar commitments. The candidate will also be responsible for managing a budget for musicians, sheet music, and equipment (in conversation with the Music Director).
3. **SPIRITUAL/PASTORAL:** All Souls Church is a flagship church for Unitarian Universalism. It is important that candidates have an understanding of the principles of Unitarian Universalism and can program music that is in alignment with UU values, and uphold those values in all professional interactions with choristers, church staff, and congregants.

COMPENSATION

This salaried, .75-time position (30 hrs/wk) has a range of \$44,000-51,000. Benefits include health insurance (currently a 90/10 split), retirement contribution, life insurance, and long-term disability. The church also provides a 10% annual contribution to the UUA retirement plan.

APPLICATION

All Souls strives to embody diversity, equity, and inclusivity (DEI) commitments in its employment practices, institutional culture, and its relationships within and outside our community. Applicants holding diverse identities and/or life experiences are warmly encouraged to apply.

Interested applicants should send resume and cover letter to Director of Music and Arts, Jen Hayman, at jhayman@allsouls.ws no later than **April 1, 2023**. The position must be filled by June 1, 2023 and will begin on August 1, 2023.

If you are interested in joining our team in a smaller but still very significant capacity, please consider applying for the Director of Jubilee Singers position, posted separately [here](#).