

**Music Director**  
**Unity Spiritual Center, Westlake, OH**

**Description:**

The Music Director is an integral part of the Sunday morning experience, as well as providing leadership for musical programming for holiday services and special events. The Music Director will play a key role in maintaining current programs and helping to develop a vision for the future musical direction of USC.

**Key Responsibilities:**

- Select, program and perform musical accompaniment for congregational songs and solo vocalist performances for all Sunday and holiday services.
- Procure music and maintain a music library that is accessible to the Senior Minister and Worship Team.
- Work closely with the Sunday Service Planning Committee (Worship Team) to program the order of service, including the sequence of the elements of the service such as congregational songs, prayers, meditations and soloist performances.
- Recruit, audition, and select vocal soloists and instrumental musicians as needed.
- Manage the audio technicians to assure the highest quality sound performance for both the in-sanctuary experience and live stream viewers.
- Communicate with the church secretary regarding the order of worship and special music, as well as soloist and support musician schedules, and any other Music and Worship matters for the bulletin.
- In cooperation with the Worship Team, prepare a music and worship budget each year for presentation to the Board of Trustees.
- Recommend the tuning, maintenance, replacement, and/or purchase of new musical instruments.
- Maintain subscriptions that authorize us to legally use other published materials.
- Other music-related activities as the Music Program evolves.

**Skills:**

- Possess experience, training, and expertise in the field of music and worship.
- Ability to play piano/electronic keyboard.
- Ability to read both standard musical notation and lead sheets.
- Bachelor's degree in Music is desirable but not required.

**Personal Attributes:**

- Ability to relate well and respectfully communicate with Senior Minister, all staff, and the congregation.
- An energetic and inspirational leader.
- Exercise leadership in a cooperative manner.
- Set a good example of a personal spiritual life.

**Accountability:**

- The Music Director will work under the supervision of the Board of Trustees (the Senior Minister once that person is hired) and in cooperation with the Worship Team.
- The Music Director is expected to be at church on Sunday mornings. Flexibility will be given, in communication with the Senior Minister, regarding time off and being away on Sunday.

**Position type:** Part-time – 10 to 12 hours per week.

**Salary range:** \$12,000 to \$15,000 per year, depending on experience.

For consideration, please submit your resume to: [unityinfo@unityspiritualcenter.com](mailto:unityinfo@unityspiritualcenter.com).