



Director of Music and Arts, The United Church of Christ in Keene, NH

OVERVIEW

The United Church of Christ in Keene, NH is excited to launch its search for a new Director of Music and Arts. After years of exceptional leadership, we are seeking a gifted and dynamic new Director to help lead our music ministry into the future.

Our ideal candidate will be versed in all styles of church music: traditional, classical, and contemporary. This individual will enjoy working in a lively, innovative, open and affirming, team-centered environment, especially directing our experienced, twenty-five-member choir. Our candidate will either play or supervise the playing of our newly refurbished Berkshire-Gilbert organ with 3 manuals and 40 ranks of pipes.

We value community partnerships and look forward to expanding opportunities for collaboration. The position requires a high level of musical competency, maturity, flexibility, and a desire to work creatively with people of all ages.

Above all, as a vibrant congregation, we are seeking someone with energy and enthusiasm as we begin a new chapter in our Church's musical life!

BASIC INFORMATION

Hours per Week: 20-30

Salary Range: \$26,000- - \$42,000 (based on the scope of the position).

Benefits:

- Medical Insurance Reimbursement
- Major holidays and four weeks' vacation.
- Opportunity to participate in a 403B retirement plan.
- Continuing education funds.
- Extra reimbursement (first refusal) for Weddings and Funerals (Organist).

Other Information:

- Proximity to the Keene area is essential to fulfilling our vision for the position.
- Must be able to attend morning staff meetings, evening choir rehearsals, and Sunday worship.
- A joyful spirit, a sense of compassion and patience, and an open and empowering style of leadership are important for success in our environment.
- The Music and Arts Director is a key leadership position. As such, it reports to the Sr. Minister.

OUR COMMUNITY AND CHURCH

Nestled in the Southwest corner of New Hampshire, Keene is home to Keene State College and is the central hub of Cheshire County, an area of about 100,000 residents. As part of the Monadnock Region, Keene is well known for its commitment to the arts and its high quality of life. Outdoor recreational opportunities abound, as well as a host of community activities. Founded in 1738, our historic church occupies a prominent place at the head of the City's main square. Though our building is centuries old, our thinking is not! We are a theologically progressive congregation, committed to social action, spiritual growth, and inclusivity.

JOB DESCRIPTION

Music Director Responsibilities:

- Recruit, train, supervise, and direct the adult choir for regular and special services.
- Oversee and support the work of the Bell Choir Director.
- Working with the Sr. Minister, select a variety of music that will enhance specific worship themes.
- Introduce new works from diverse publishers that reflect different styles, instrumentation, and vocal arrangements.
- Working with the Sr. Minister, produce periodic thematic worship services (Jazz, Celtic, African American, Classical, etc.)
- Conduct choir rehearsals weekly and before each service.
- Help develop the musical abilities of the choir and congregation.
- Recruit and work with internal vocalists and instrumentalists.
- Audition and work with outside vocalists and instrumentalists.
- Provide basic pastoral support to choir members as needed.
- Collaborate with our audio technician to ensure good quality sound.
- Organize the production of the Church's Annual Messiah Sing.
- Organize the production of the Church's Annual Christmas Pageant.
- Working with the Church Administrator, recruit, manage and/or support outside groups who wish to perform in our space.
- Pursue opportunities for concerts and collaborations with outside groups in the community and beyond.
- Working with our Theater/Arts Group, assist with occasional musical theater productions.
- Develop one-time opportunities for children and youth to perform in worship.
- Arrange for substitutes during times of absence.

Organist Responsibilities: (For non-organist candidates, this can be structured as a separate position)

- *Play the musical portions of the service.*
- *Serve as accompanist during choir rehearsals.*
- *Accompany the choir on Sunday mornings.*
- *Work with the Music Director to plan and practice hymn accompaniments and appropriate settings.*
- *Maintain manual and pedal dexterity by regularly practicing on the organ and other instruments.*
- *Be generally available for weddings and funerals (Separate reimbursement).*

Administrative Responsibilities

- Working with the Church Administrator, develop publicity materials for special music events.
- Working with the Music and Arts Committee, arrange for regular art exhibits in our first-floor East Room gallery.
- Attend staff, and Music and Arts Committee meetings.
- Pursue professional development opportunities, as appropriate.
- Supervise the maintenance of the organ and other musical instruments by scheduling and overseeing that work with qualified and trained professionals.
- Manage the annual Music and Arts budget including operating and restricted Funds.
- Working with the Music and Arts Committee, prepare each year's operating budget.
- Working with the Music and Arts Committee, select recipients for the annual Daniel Harris Music Scholarship.
- Oversee the maintenance of the music library.

APPLICATION PROCEDURE

Please submit an up-to-date resume that includes:

- Your name, address, email, and telephone number.
- Your formal education (i.e., schools attended, degrees earned, and/or programs completed).
- Your specific directorial and musical skills and competencies.
- Your employment history, including all employers and positions.

Please also submit a cover letter outlining (a) what excites you about the position, and (b) what strengths, values, experiences, and skills uniquely qualify you for it.

Materials should be sent in a Word or PDF format to

MusicDirectorSearch@ucckeene.org

Interviews, auditions, professional references, etc. will be required as the process continues.

Thank you for your interest in this position!

For more information about The United Church of Christ in Keene, please visit our website (www.ucckeene.org) and/or our Facebook page (United Church of Christ, Keene NH).

Our mission is simple: to create a faith community where every day, in every way,
we embody the words, "Love lives here."