

Job Description for Open Position
Valley Unitarian Universalist Congregation, Chandler, AZ

Title: Interim Part-time Music Coordinator

Job Type: Part Time; position runs through June 30, 2026

FLSA Status: Non-Exempt

Report To: Minister

Overview:

Valley Unitarian Universalist Congregation, a program sized congregation with over 300 adult members and friends and 120 enrolled youth participants, seeks a part time interim music coordinator. Currently the music program includes 2 vocal ensembles/choirs directed by members, a pop-up choir, a worship band with variable instrumentation, three volunteer accompanists, and song leaders for congregational singing. Approximately 40 people are engaged in music programming. This position will work closely with the Senior minister to coordinate and develop these elements while VUU assesses the program for future needs and resources. Current members of VUU are not eligible for this position. This position is funded through June 30, 2026. Interested candidates can email a letter of interest and resume to minister@vuu.org. Open until filled.

Position Title: Interim Part-time Music Coordinator

Supervisor: Senior Minister

Position Summary: The Interim Music Coordinator is responsible for planning and supervising the congregation's music program.

Principal Duties and Responsibilities:

1. Working in concert with the Senior Minister, oversee the volunteer leadership of the congregation's vocal/instrumental groups and other music-related programming
2. Recruit and supervise talented (professional and non-professional) musicians and other volunteers to participate in a variety of capacities within the music ministries program
3. Serve as liaison to the Senior Minister for music volunteers and groups and part-time staff
4. Oversee the administrative tasks of song lyrics, copyright in slides, copyright reporting, sheet music and charts
5. Manage a team working with the music leaders on Sundays so that people know what is happening week-by-week and stay connected and informed about the process
6. Manage the budget for the music program
7. Oversee the maintenance of VUU's musical instruments and the contents of the music library
8. Coordinate with the tech team for audio-visual components
9. Collaborate with congregation stakeholders to create a music program vision and mission
10. Perform other duties as assigned

Qualifications:

1. Minimum Qualifications: Bachelor's degree or equivalent experience in a field related to music
2. Preferred Qualifications: Master's degree in a field related to music with additional training in areas related to music ministries

3. Essential Knowledge Skills and Abilities: Excellent oral and written communication skills; strong attention to detail and ability to produce professional-quality work; ability to interact effectively and harmoniously with diverse congregational community and staff members

Compensation:

- Non-exempt position; \$30-33/hour, up to 15 hours a week
- Sundays: 8:30-1:30 (5 hours) One Sunday per month off
- Rest of week: 10 -15 hours to be coordinated with Senior Minister

We are a progressive faith community that affirms gender diversity and sexual orientation (LGBTQIA+ affirming) and believes in the importance of diversity, equity and inclusion. We are learning how to live these values more fully and publicly. Applicants from marginalized communities are encouraged to apply! Check us out at: www.vuu.org and www.youtube.com/@valleyunitarianuniversalis76