



**First United Methodist Church:** Downtown Madison, Wisconsin

**Job Title:** Director of Music and the Arts

**Reports To:** Lead Pastor

**Position Type:** Full-Time or 2 Part-time positions.

Salaried (includes evenings, weekends, and flexibility in schedule)

### **Position Summary**

The Director of Music and the Arts will lead and nurture the church's music ministry, maintaining its strong foundation in traditional sacred music while exploring opportunities for growth and diversity in worship styles as an additional worship service is built. This role will also provide oversight for worship technology staff and choral sections leaders as well as foster the arts as a meaningful part of the church's mission. The Director will work collaboratively with clergy, staff, and volunteers to enhance worship and create vibrant experiences that inspire the congregation and community.

### **Essential Duties and Responsibilities**

#### **Music Ministry Leadership**

- Plan, direct, and lead music for worship services, including directing choirs, bells, and other musical groups.
- Serve as the primary organist, pianist, and keyboard accompanist for worship services, rehearsals, and special events.
- Collaborate with the Lead Pastor and clergy team to plan meaningful and appropriate music for worship.
- Recruit, train, and motivate volunteer musicians of all ages, fostering a welcoming and inclusive environment.
- Supervise paid and volunteer music staff, including paid section leaders, any accompanists, and directors, ensuring consistent and high-quality music leadership.
- Coordinate performance and rehearsal schedules for all music groups throughout the church year.
- Maintain and organize the church's music library and schedule regular care and tuning of musical instruments.
- Manage the music ministry budget effectively and provide input for annual planning. (continued)

- Coordinate with the Board of Trustees for significant instrument maintenance projects.
- Manage CCLI License.

### **Collaboration and Worship Technology Oversight**

- Supervise the worship technology staff person and volunteers, ensuring high-quality audio/visual support for worship services, weddings, funerals, and special events.
- Collaborate with staff to address sound, video, and lighting needs for worship and performances.
- Serve as a liaison for scheduling audio/visual personnel and arranging substitutes when needed.

### **Arts Program Development**

- Develop and coordinate a calendar of public offerings in music and the arts, utilizing church groups and partner organizations.
- Foster partnerships with community arts organizations to bring meaningful performances and events to the church.
- Provide oversight for arts-related events, including scheduling, set-up, and building use coordination.
- Collaborate with staff and governing teams to establish appropriate financial and use agreements for arts partners.

### **Physical and Mental Requirements**

- Manual dexterity and coordination for playing musical instruments.
- Ability to walk, sit, stand, stoop, reach, talk, hear, and carry music-related equipment.
- Capacity to manage multiple tasks, collaborate, meet deadlines, and adapt to the dynamic needs of a church setting.
- Accommodations may be possible and would be discussed on a case by case basis.

### **Qualifications**

- Strong knowledge of sacred music literature, with an emphasis on traditional church music.
- Superior proficiency in playing the organ, piano, and keyboard in worship settings.
- Experience directing choirs and other musical groups, with a proven ability to recruit and motivate volunteer musicians.
- Prior music leadership experience in a church setting.

### **Qualifications (continued)**

- Appreciation for worship in the United Methodist tradition, with openness to exploring diverse worship styles for a new worship service (in addition to the traditional service).
- Strong organizational skills with the ability to manage schedules, budgets, and music resources.
- Excellent interpersonal and communication skills to work effectively with staff, volunteers, and community partners.
- Ability to supervise and collaborate with worship technology staff and volunteers.
- A heart for ministry and a desire to inspire worship through music and the arts.
- Other duties as assigned.

### **How to Apply**

To apply, please submit a cover letter, resume, and references to [info@fumc.org](mailto:info@fumc.org) Please note preference for full time or part time. If part time, clarify what roles meet your skills, strengths, and gifts. Include an organ and piano audition video. Applications will be reviewed on a rolling basis until the position is filled.

### **About First United Methodist Church**

Located in the heart of Madison, Wisconsin, First United Methodist Church is a welcoming, vibrant congregation dedicated to embodying grace, hospitality, and justice in the manner of Jesus. We value music and the arts as central expressions of worship and as ways to connect with our diverse community. Join us in creating meaningful worship experiences that inspire faith and transform lives. Visit us at [www.fumc.org](http://www.fumc.org)

More information about the Church's Austin Organ can be found here

[https://www.pipeorganlist.org/OrganList/data\\_wi/WIMadisonFirstUnitedMethodist.html](https://www.pipeorganlist.org/OrganList/data_wi/WIMadisonFirstUnitedMethodist.html)

Salary Range: \$55,000-\$70,000 plus benefits for full time. Part time will be adjusted.

Yearly Music Budget: \$35,000