



## **VIRTUAL GENERAL ASSEMBLY MUSIC COORDINATOR**

The GA Music Coordinator (GAMC) provides music leadership, general oversight, coordination, communication, and support for all aspects of music production during Virtual General Assembly. Alongside a Ministerial Co-Chair the GAMC leads the Worship Arts Team in building the arc of worship during Virtual General Assembly. This includes Opening and Closing Celebrations, General Sessions, and the Sunday morning worship service.

The GAMC must be experienced in promoting high standards, best practices, cultural sensitivity, and cooperation among musicians. Also, the GAMC should be well connected and knowledgeable of musical talent and other resources that are beneficial to music production for Virtual General Assembly.

The GAMC must have a wide knowledge of music and a passion for musical research. Because the position involves music negotiations, clearances, publishing/performing deals, etc., a legal background is an excellent qualification. A strong background in the music or film/television industries is also an excellent qualification. Familiarity with a broad range of music, including popular styles and artists, as well as the production/negotiating process is preferred. Adhering to the budget, the GAMC must select appropriate music for the project – either by licensing existing songs/scores, or creating new songs/scores. In the selection process, a music supervisor will review the inventory available through our third party licensing company and the GA in-perpetuity music library. If creating new music, the GAMC will be responsible for additional roles, including securing artists or composers, facilitating the production and recording process,



overseeing finances, and finalizing post-GA use of the music. When using pre-existing music, the GAMC's duties focus on the legal and financial aspects of licensing and negotiating. A significant component of the GAMC role involves music clearance alone.

The GAMC supports the GA Choir Director and also recruits musicians to record videos and/or perform live, in a broad range of musical styles, for all music during Virtual General Assembly, with the exception of Synergy, Service of the Living Tradition and daily worship.

The GAMC and WAT liaise with the organizers of Synergy, Service of the Living Tradition, Church of the Larger Fellowship, and daily worship service leaders to ensure that the music presented during Virtual General Assembly is diverse and culturally appropriate.

The GAMC report to the GA Production Manager. The General Assembly and Conference Services Office is available to assist and support the GAMC should concerns arise while working with the GA Production Manager, WAT, the UUA Administration and Board, or other service leaders.



**Principal pre-GA tasks include:**

Work collaboratively and maintain consistent communication with the GA Planning Committee, GACS office, and the other GA music personnel leading up to GA. Serve as Co-Chair of the GA Worship Arts Team modeling best practices of collaborative ministry.

Provide clear communication about deadlines, expectations and available resources and serving as liaison between the music leadership team, including the GA Choir Director, and the GA Production Manager. Support the leaders of the pre-general worship services in selection of hymns/prelude/postlude or incidental music.

Manage the process and ensure that music permissions are in place for all music performed and/or broadcast during and after General Assembly. Create policy regarding post-GA use of music videos and recordings by UUA member congregations following GA.

Provide timely and thorough communication regarding all hymns, anthems, instrumental pieces, solos, etc. that will be featured during GA, including title, credits and lyrics for the GA Tech Team.

Produce lyrics of hymns to be sung in the General Hall and/or other accessibility services related to music during GA, working in consultation with the Accessibility Services volunteers.

Adhere to the budget provided for Music, Worship and Celebration. Obtain and submit W9 and current (post-GA) mailing address from all paid musical talent and grantors of music permissions. Complete and submit a check request for all paid musicians and grantors of music permissions.

Consult and support the Co-Moderators with on the music for general sessions by either leading or recruiting musical talent. This may include the selection of open source, on-demand music content.

Consult and support the leaders of GA-related worship services in the selection of hymns/prelude/postlude or incidental music.

Register for GA before March 1st using the assigned GA Budget Code.

**Principal tasks at GA include:**

Be present and available leading up to and throughout GA - June 21-27, 2021.

Attend and participate in all Tech Rehearsals.

Support music leaders of the various services in troubleshooting and communications.

**Post-GA tasks:**

Attend a budget review conference call with the Director of GACS.

Prepare a written report on Music at this year's General Assembly and include recommendations for handling various aspects of music for the coming General Assembly. This report should be submitted to the GACS Director electronically no later than July 2.



Submit a request for reimbursement of GA expenses, accompanied by receipts, no later than July 2, 2021.

### **Financial Support for the GA Music Coordinator**

Financial support of up to \$200 for Virtual GA 2021 registration plus an honorarium of up to \$2,300. There is no additional compensation for this position. If less money is needed than budgeted, the difference will be used to fund registration for other musicians at GA.

Posting Period: November 23 – December 21, 2020

Interest Calls: January 11 – 15, 2021

Contract Period: January 18 – June 30, 2021

### **How to Apply**

People with disabilities, people of color, indigenous people, Hispanic/Latinx, and LGBTQ candidates are encouraged to apply. The UUA is committed to developing a diverse and talented staff team. If you are excited about this role, but are unsure whether you meet 100% of the requirements, we encourage you to inquire and/or apply. Send cover letter and résumé—indicating “Music Coordinator” in the subject line—via e mail to [careers@uua.org](mailto:careers@uua.org), via fax to (617) 948-6467, or to Human Resources, UUA, 24 Farnsworth Street, Boston, MA 02210. E mail submissions preferred.

