



Position Title: Contractor - General Assembly Music Coordinator (GAMC)
Collaboration Groups: General Assembly and Conference Services (GACS), IT and Production Staff, UUA Co-Moderators, GA Worship Leaders
Reports To: General Assembly and Conference Services Director

Basic Purpose: The GA Music Coordinator (“GAMC”) provides music leadership, general oversight, coordination, communication, and support for all aspects of music production during the UUA General Assembly (“GA”). GA 2022 offers a unique opportunity to re-envision the role and scope of music service in a multi-platform setting, where approximately 60% of attendees will attend in-person in Portland, OR and 40% will participate online. The GAMC must be experienced in promoting high standards, best practices, cultural sensitivity, and cooperation among musicians, worship leads, and the production team. A significant amount of the work done by the GAMC takes place in the months leading up to GA.

The GAMC must be familiar with UUA General Assembly, preferably through previous experience as a musician, worship, or music lead. Previous experience with large scale worship production is also a plus.

Responsibilities of the GAMC:

The GAMC shares responsibility for the arc of worship during GA, offering expertise in music ministry. The GAMC consults with worship leaders to identify music. The GAMC also recruits, hires, and manages fellow musicians, ensuring that both music and musical performances are diverse and culturally appropriate. The GAMC models best practices of collaborative ministry by planning meetings, tech and production calls, and music rehearsals, as needed. The GAMC may also be called upon to support worship leaders with tech support audio and video elements of music.

The GAMC must be willing and capable of recruiting a diverse pool of talent. Likewise, the GAMC must have exemplary communication skills, ensuring that talent has a clear understanding of the work for which they are contracted as well as the terms (including compensation, deadlines, and/or deliverables).

The GAMC must have experience providing virtual and/or multiplatform worship with significant music and celebratory aspects. Familiarity with a broad range of music styles and artists, video editing, and sound engineering are all excellent qualifications.

The GAMC provides instrumental music for the sponsorship video slides that are featured prior to the start of all programming during GA. This music may come from free public stock, directly from the GAMC, or through a contracted source.

The GAMC maintains a list of permissions for all music, by title, that may be shared post-GA by UUA member congregations. This includes whether music and/or music lyrics may be performed live, broadcast, printed, and/or downloaded.

The GA Choir Director reports to the GAMC who offers support, as needed, with technical and/or production needs for choral anthems.

The GAMC ensures that music selections complement each service as well as the overall arc of worship and celebration during GA.

The GAMC works closely with the GACS Director to ensure adherence to the GA budget. The GACS Director is also a resource for maintaining collegial working relationships with various planning and production teams, including worship leaders. If additional professional support is needed, the GAMC is encouraged to reach out to an AUUMM Relational Advocate or the AUUMM Director of Inter-Organizational Relationships for consultation.

The GAMC agrees to register for GA 2022 during the early registration period. The GAMC agrees to be present and available for pre-GA virtual meetings as well as present physically in Portland from June 21-27, 2022.

The GAMC agrees to prepare a final written report on GA2022, including what worked well and recommendations for improvements. This report will be submitted to the GACS Director by email no later than the Friday following GA.

The GAMC agrees to submit all check requests no later than the Friday following GA. The UUA fiscal year ends on June 30th and expenses submitted after that date may be ineligible for reimbursement.

Benefits and Financial Support for the GAMC:

The Unitarian Universalist Association is progressive religious denomination headquartered in Boston's waterfront Fort Point District with offices in Washington, DC and at the United Nations in New York City. Our faith community of more than 1,000 self-governing congregations brings to the world a vision of religious freedom, tolerance, and social justice. We rely heavily on voluntary assistance to produce General Assembly. Simultaneously, we seek to honor the work of our National Volunteers by offsetting certain expenses and providing financial support for the time and effort required to produce a successful General Assembly.

This contract role offers compensation of \$4,000 plus expenses. This is taxable income reported via Form 1099.

To apply, send a resume and cover letter to LaTonya Richardson:

LaTonya Richardson :: [she/her/hers](#)

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Unitarian Universalist Association

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