

Updated: October 7, 2022
Title: Virtual Hymnal Project Manager
Staff Group: Ministries and Faith Development (MFD)
Reports To: Worship Arts Minister
Location: Open*
Grade: 12
Hours/Week: 21, part-time with benefits

Purpose

To serve as administrator and coordinator of the Virtual Hymnal Advisory Team, for at least two years, while it completes its charge to develop a plan for a new virtual hymnal.

Principal Responsibilities

1. Provides project management and administrative support for the Virtual Hymnal Advisory Team, including scheduling and facilitating regular meetings, and maintains notes and other records of the Advisory Team's meetings.
2. Researches and develops options for technical platforms, including specifications, cost, benefits, etc., for hosting the Virtual Hymnal and its range of media.
3. Collaborates with the Publications Office to research licensing agreement options, frameworks and agreements that allow for a streamlined and equitable subscription system.
4. Conducts outreach and document feedback on behalf of the Virtual Hymnal Advisory Team to stakeholders, including UU professional and identity groups, seminaries and other related organizations, and the wider UU community.
5. Maintains a multimedia library and record of Virtual Hymnal content and materials
6. Assists with the transition of the Virtual Hymnal Advisory Team once it has completed its task into the creation of ongoing editorial and review groups who will launch the virtual hymnal project.
7. Performs other duties as requested by Worship Arts Minister, the Executive Vice President, or the President.

Qualifications

This is an exempt Grade 12 position (expected hiring range \$30,720.00-\$38,820.00 depending on experience). Note that qualifications may be met as a result of lived experience, volunteer work, professional experience, and/or formal or informal training. Requirements include:

- Bachelor's degree or equivalent preferred
- 5 or more years' experience in Unitarian Universalist congregational life, including experience as a paid or volunteer worship or music leader
- Current membership in AUUMM, or willingness to become a member
- Musical training at the professional level, either as performer, conductor, or producer
- Attention to detail, ability to maintain confidential information, ability to work independently, and familiarity with navigating different roles
- Experience with music copyright/permissions and licensing is highly valued
- Technical expertise with a range of digital media platforms, with a preference for digital music.
- Proficiency in Microsoft Office applications (Access, Excel, Outlook, PowerPoint, and Word)
- Some travel required to meetings and conferences
- Deep understanding of, and experience navigating, issues around anti-racism, anti-oppression, and multiculturalism, especially as it relates to worship, arts and culture
- Understanding of issues around anti-racism, anti-oppression, and multiculturalism
- Work or lived experience with BIPOC communities is of particular value
- Eagerness to work in an organization in which the dismantling of white supremacy is a high priority

* Location is open in the continental United States. You should have easy access to a major airport due to the travel requirements of this position.

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 “Virtual Hymnal Project Manager” in the subject line—via e-mail to careers@uua.org, via fax to (617) 948-6467, or to Human Resources, UUA, 24 Farnsworth Street, Boston, MA 02210. E-mail submissions preferred.

About the UUA

The Unitarian Universalist Association is a progressive religious denomination headquartered in Boston’s waterfront Fort Point Innovation District. Our faith community of more than 1,000 self-governing congregations brings to the world a vision of religious freedom, tolerance, and social justice. Our normal workweek is 35 hours, we pay 80% contribution towards health insurance premiums, 10% towards retirement (after one year), and have generous paid time-off policies. We are a great place to work and we value diversity. The UUA is an Equal Opportunity Employer and is committed to the full inclusion of all. As part of this commitment, the UUA will ensure that applicants and staff with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact the Office of Human Resources at (617) 948-4648 or humanresources@uua.org. For more information on the UUA, visit us online at UUA.org and uworld.org.

Support for the Mission and Values of the Association

The Unitarian Universalist Association is a progressive and historic religious denomination. While it is not generally required or expected that an applicant/employee identify as a Unitarian Universalist (UU) or be a member of a UU congregation in order to work at the UUA, all UUA staff members are expected to perform their job duties in accordance with the UUA’s values, principles and mission. In particular the following points, drawn from the Seven UU Principles, are of particular importance for the UUA’s work environment and staff culture:

- The inherent worth and dignity of every human being: We affirm the need for a human-centered workplace that allows our diverse staff to flourish. We also understand that our wider culture and society oppresses and denies human dignity, and we seek to counter the effects of that oppression in our hiring and workplace culture so that each person feels whole and valued.
- Justice, equity and compassion in human relations, and the goal of world community with peace, liberty and justice for all: We speak openly and publicly of our support for social and political issues, including LGBTQ equity, racial justice, climate justice, gender equity, and reproductive justice.
- The interdependent web of existence: We recognize that the liberation of all people is interwoven, and we work to counter patriarchy, white supremacy, colonialism, homophobia, transphobia, ableism, environmental exploitation, and other interrelated systems of marginalization.