

Music Coordinator Job Description:

Job Summary: The primary responsibilities for this position include selecting and coordinating the music for in person and online worship, and providing music for Sunday worship services.

Sunday Music Performance and Leadership:

The Music Coordinator will anchor most of our two Sunday morning services, providing vocals and piano music that connects with our theme, both from within and beyond the canon of music we are already familiar with. The Music Coordinator may also record music for our online services.

Music Selection and Coordination:

The Music Coordinator will work with the Worship Team to explore and select music that fits the upcoming series themes and specific Sunday services. For every Sunday, they are responsible for working with the Worship Lead to identify appropriate music for both in person and online services, and determining who will perform or record each piece. They work with the Worship Coordinator to ensure that this information is recorded and distributed to anyone who needs it.

Working With Other Musicians and Vocalists:

The Music Coordinator is encouraged to identify and engage musically-oriented members of the Foothills community to further enhance our music experience on Sunday; although we are not currently singing in larger groups due to COVID infection levels, smaller groups and use of instruments is encouraged!

Furthermore, they are encouraged to identify and contract with outside musicians (within budget constraints), and coordinate their participation on Sundays.

They will also collaborate with hired pianists and other accompanists for our services.

The Music Coordinator will help contract and coordinate with audio production professionals for the successful production of music for our online services.

Finally, for any music selected from outside musicians or congregations, the Music Coordinator will secure appropriate permissions and document these in our database.

Coordination with Foothills Choir:

The Music Coordinator will work with the Foothills choir to assess how they can safely participate in Sunday services, and schedule their participation in coordination with the Senior Minister. They will also support small groups in singing or making music as can be accomplished safely, and will engage Foothills youth and children to participate in music as much as possible.