

Urban Grace

Job Description and Qualifications



Position:	Music & Arts Director
Department:	Operations
Reports To:	Pastor
Type of Position:	Part-time, up to 11 hours/week, non-exempt, flexible schedule, most Sundays required
Issue or Revised Date:	06/10/2025
Compensation/Benefits:	\$24/hour, PTO available

Basic Summary

The Music & Arts Director is a creative and collaborative leader who curates and coordinates music and other artistic expressions to enrich the worship and spiritual life of our Urban Grace congregation. This individual fosters an inclusive, justice-oriented arts ministry that reflects theological openness, cultural diversity, and community engagement.

Essential Job Functions

	<p>Worship Services</p> <ul style="list-style-type: none"> • Collaborate with clergy and leaders to design worship services that integrate music, visual arts, and other creative expressions (leading music at least 2x/month) • When leading, select and prepare music that aligns with inclusive theology, diverse cultural traditions, and liturgical themes (sometimes includes creating chord charts) • Conduct and rehearse choirs, instrumentalists, and/or ensembles; nurture musical participation from all ages and skill levels • Incorporate diverse genres (e.g., classical, gospel, folk, global music, contemporary) into worship in a spirit of inclusivity and innovation • Invite guest musicians, as appropriate and needed
	<p>Arts Ministry Development</p> <ul style="list-style-type: none"> • Develop and support arts in worship services (e.g., dance, spoken word, visual art installations, drama) that deepen spiritual life and community engagement • Encourage congregational participation in artistic expression regardless of experience or ability • Provide leadership for special services and events (e.g., Holy Week, Advent, concerts, etc.)
	<p>Collaboration, Administration, and Tech</p> <ul style="list-style-type: none"> • Train and schedule sound tech staff for Sundays and special services • Participate in regular staff meetings and worship planning sessions (approx. 1.5-3.5 hours/week) • Oversee music and arts budget, instruments, and technology (in collaboration with staff/volunteers) • Recruit, mentor, and support volunteers and emerging artists within the church

Qualifications

- Deep appreciation for the role of the arts in spiritual life and social transformation
- Strong musical training and conducting experience (formal or informal); ability to lead rehearsals and performances for all levels of musicians and artists
- Knowledge of a wide range of musical styles and willingness to explore non-traditional forms of worship arts
- Comfortable with progressive Christian theology and ecumenical/interfaith contexts ([Urban Grace Values](#))
- Competence with worship technology and music software (helpful but not required)
- Excellent interpersonal and communication skills; values collaboration, inclusion, and spiritual diversity

Personal Attributes

- Faith formed by values of justice, mercy, and compassion
- Theologically reflective as well as open to diverse theological perspectives
- Creative and imaginative with strong attention to detail
- High integrity, reliable, self-motivated and hard-working
- Committed to justice, equity, inclusion, and belonging
- Flexible, adaptive, and sensitive to the needs of a diverse congregation

Preferred Requirements

- Education: Bachelor's degree (B.A./B.S.) or equivalent in Music or related discipline
- Experience: 3 years experience as a performing musician and 2 years related experience in a church context
- Guitar or piano performance
- Fluent in Microsoft Office programs, Proclaim, possibly Canva
- Knowledge of basic music theory to include creating chord charts
- Strong verbal and written communication skills in English

Physical Demands

- While performing the duties of this job, the employee is regularly required to talk, hear and type at a computer.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment

- General office working conditions, the noise level in the work environment is usually quiet.

How to Apply

Women, Persons of Color, and LGBTQIA+ persons are encouraged to apply. Send your application consisting of resume and music/arts portfolio or links to at least three musical performances (one must be live recorded) to jonathan@urbangracetacoma.org. Additional creative arts inclusions welcome.

Urban Grace is an Equal Employment Opportunity employer.