



Assistant Organist and Director of the Girls' Choir

The Dean and Chapter of Chelmsford wish to appoint an outstanding musician as Assistant Organist and Director of the Girls' Choir with effect from 1st September 2019.

Information on how to apply for the post can be found at the end of these notes.

Music at Chelmsford

The Anglican choral tradition is at the heart of the worshipping life of Chelmsford Cathedral; because of this, the Music department plays an integral part in the daily offering of worship.

The Department comprises (in addition to the Assistant Director of Music):

Canon for Worship and Music	Alison Kennedy
Organist and Master of the Choristers	James Davy
Graham Rogers Organ Scholar	Thomas Williford (current) Isaac Adni (starting in September 2019)
Choir Matron	Keren Hollier
Music and Liturgy Assistant	Stephanie Brasier

The Cathedral Choir comprises boy choristers, and professional adult lay clerks, choral scholars and volunteer singers who provide the lower voice parts. The Assistant Organist is the principal accompanist for the Cathedral Choir and would be expected to be present for all services and associated rehearsals during term time; involvement with rehearsal of the lower voices is encouraged. The lower voices of the Cathedral Choir sing Evensong on alternate Thursdays, often directed by the Assistant Organist.

The Cathedral Girls' Choir comprises up to 18 girl choristers aged between 11 and 18 and sings weekly for Evensong on Tuesdays and several times a term for Sunday services, usually with the lower voices of the Cathedral Choir; in January the girls made their first BBC Radio 3 broadcast of Choral Evensong, marking the beginning of their 20th anniversary year: further plans include a large celebratory concert in June and a short tour to Scotland in July.

The Girls' Choir is run by the Assistant Organist and Director of the Girls' Choir, and is usually accompanied by the Graham Rogers Organ Scholar; the Organist and Master of the Choristers is also able to act as an accompanist for the girls as required. The choir has a flourishing programme of concerts in its own right, and in recent years has made a particular feature of performing Britten's *A Ceremony of Carols*, in association with Essex Dance Theatre.

Certain key points of the year are marked with special services when the girls sing together with the lower voices (sometimes also with the boys), including Advent Sunday, Christmas Eve, Candlemas, and Remembrance Sunday, and a creative approach to liturgical planning is encouraged; the first two weeks of Advent follow a different pattern, allowing for more rehearsal time, and giving two services of Evensong where the girls sing with the lower voices of the Cathedral Choir. The choirs usually collaborate on a small number of concerts in a year, often with orchestra, and the Assistant Organist can expect to be involved in the planning and performance of these events, for which a fee is normally paid.

The boy and girl choristers attend a number of local schools, with whom the Cathedral enjoys good relationships: a liaison group representing schools and the Cathedral meets twice a year: the Assistant Organist attends meetings in his/her capacity as Director of the Girls' Choir. The Cathedral also benefits from an *ad hoc* group of local singers who provide music at services as required (especially during choir holidays) and is directed by one of the home team of organists.

Chelmsford Cathedral has a strong covenant relationship with Brentwood Roman Catholic Cathedral. In most years, the two Cathedral Choirs sing together to mark the covenant between the two cathedrals, alternating between Vespers and Evensong; the choirs combine with singers from the two dioceses to sing at the annual RSCM Area Festival held at one of the cathedrals on an alternating basis.

Chelmsford Cathedral Choirs' Association (CCCA) raises money to provide all the Cathedral choirs with various items aside from regular running costs and bursaries, including tours and social events. The Assistant Director of Music is normally a member of the committee, and engagement with events in support of the choirs expected.

Details of this job description, and matters of timetabling and staffing may be reviewed in the next 12-18 months; candidates are encouraged to give thought to imaginative ways of looking at the current programme with a view to refreshing the musical offering of the Cathedral.

Current pattern of practices and services

Sunday

9.30 – 10.40	Parish Eucharist – <i>usually played for by the Graham Rogers Organ Scholar</i>
10.15 – 11.00	Rehearsal for Choral Eucharist (or Matins, on 2 nd Sunday of most months)
11.15 – 12.30	Choral Eucharist (or Matins)
14.40 – 15.15	Rehearsal for Evensong
15.30 – 16.15	Evensong (Cathedral Choir)

Monday

7.50 - 8.35	Boys' rehearsal
16.15 - 17.00	Boys' rehearsal
17.15 - 18.00	Evensong (Boys' voices)

Tuesday

7.45 - 8.30	Girls' rehearsal
16.00 - 17.00	Girls' rehearsal
17.15 - 18.00	Evensong (Girls' voices)
18.00 - 19.00	Girls' rehearsal

Wednesday (Normally the organists' day off)

Thursday

7.50 - 8.35	Boys' rehearsal
16.15 - 17.00	Rehearsal for Evensong (<i>on alternate weeks the boys have a separate rehearsal in the Song School and Evensong is sung by the lower voices</i>)
17.15 - 18.00	Evensong (Cathedral Choir, except during the first two weeks of Advent)

<i>Friday</i>	
7.50 - 8.35	Boys' rehearsal
16.00 – 17.00	Girls' theory sessions (<i>as specified</i>)
16.15 - 17.00	Rehearsal for Choral Evensong
17.15 - 18.00	Evensong (Cathedral Choir) (<i>usually unaccompanied, except on major Feasts</i>)
18.00 - 19.00	Lower voices' rehearsal
<i>Saturday</i>	<i>When notified, Evensong is sung on a number of Saturdays through the term</i>
16.00 - 17.00	Rehearsal for Evensong
17.15 - 18.00	Evensong (Cathedral Choir)

The Organs

Chelmsford Cathedral has two independent mechanical action organs playable from one console. At the west end of the Nave is a four manual instrument by Mander, built in 1994, and at the East end is a two manual instrument, also by Mander, but containing much pipework by Holdich and Hill. A third manual on the console allows the Great, Swell, Solo and Pedal divisions of the Nave organ to be played from the chancel organ, which supports the singing of a large congregation.

Further details and specifications are available on the Cathedral's website.

The Person and the Job

The position requires a person who is an accomplished musician, with demonstrable liturgical skills and a strong collaborative work ethic. Given that the majority of the work occurs in a place of worship it is desirable that the successful candidate will be in sympathy with the ethos and tradition of the Church of England; the Assistant Organist and Director of the Girls' Choir will be expected to play a full part in the life of the Cathedral community.

The Person

The Chapter wishes to appoint a capable and enthusiastic professional musician who:

- 1) Is a competent organist of at least ARCO (or equivalent) standard and who will devote adequate amounts of time to practice and furtherance of his/her own development and career, including working towards the FRCO diploma if not already achieved; skill in piano accompaniment is also desirable
- 2) Can inspire and lead the Girls' Choir and build on the excellent team spirit that has been established
- 3) Will be able to work closely with local schools to recruit girl choristers
- 4) Is able to direct thoroughly-prepared rehearsals to agreed timetables
- 5) Has experience of working with choirs of different kinds, a good working knowledge of vocal technique, and who can demonstrate passages as required (some singing lessons will be available)
- 6) Has a good understanding of the liturgy and the church's year, and who is able to enrich daily worship with music that is suitable and inspiring; this includes both improvisation, which is strongly encouraged and choice and execution of voluntaries
- 7) Will act as a role model and mentor to the Graham Rogers Organ Scholar, helping them to develop strong liturgical, musical, and social skills
- 8) Is a good team player with a sense of humour, committed to work within a closely-knit music team which supports the team-ethos of the Cathedral and who will establish and maintain a good working relationship with other members of the Cathedral staff and community

- 9) Is able to manage and prioritise the various demands of the role
- 10) Is willing to take a full part in the musical demands of the role, including accompanying the choristers in musical activities aside from worship
- 11) Is committed to musical excellence in the mission of the Cathedral and Diocese; engagement with local musical bodies is encouraged
- 12) Has good IT skills including standard computer software and Sibelius (or a comparable programme) and who is conversant with social media as an effective tool for publicizing events and activities

The Job

The Assistant Organist is responsible to the Organist and Master of the Choristers and the Canon for Worship and Music for supporting the maintenance and development of all aspects of the musical life of the Cathedral.

Working as a key member of a small and busy team, the duties of the job include:

- 1) Accompanying the Cathedral Choir at choral services and playing at other services as assigned by the Organist and Master of the Choristers, to the highest possible standard, including for broadcast acts of worship
- 2) Accompanying the Cathedral Choir in concerts on the organ or piano, as appropriate (including on national or overseas tours)
- 3) Recruiting, training and directing the Cathedral Girls' Choir, and liaising with a singing teacher to establish a regular programme of vocal training
- 4) Assisting with the training of the junior choristers of the Cathedral Choir
- 5) Deputising for the Organist and Master of the Choristers in his absence, including rehearsing and directing the Cathedral Choir
- 6) Assisting the Organist and Master of the Choristers with the management and oversight of the Graham Rogers Organ Scholar and choral scholars
- 7) Arranging monthly organ recitals as part of the Cathedral's flourishing lunchtime concert series.
- 8) Contributing to the production of concert programmes and publicity material, together with the Organist and Master of the Choristers and the Communications and Services Manager
- 9) Working closely with the Choir Matron to ensure the well-being of the girl choristers
- 10) Ensuring that at all times due consideration is given to the Cathedral's safeguarding procedures
- 11) Attending the weekly music meeting chaired by the Canon for Worship and Music
- 12) Attending the weekly diary meeting, at which requests for musical events and special services are considered
- 13) Contributing to production of the termly choir diary, with particular regard to duties for the Girls' Choir
- 14) Contributing to timely preparation of the termly music scheme for services, including music for the Girls' Choir and selection of appropriate voluntaries
- 15) Assisting with voice trials for potential choristers
- 16) Assisting with the auditioning and interviewing of potential deputy singers and candidates for organ and choral scholarships and lay clerkships

Facilities

The Cathedral offers the following:

- A modern song school with flexible space for choir practices, meetings, and other activities.
- Extensive choir library in the song school, with the services of a choir librarian (normally the Graham Rogers Organ Scholar)
- Two organs and four pianos, which may be used for practice and private teaching, by agreement with the Organist and Master of the Choristers
- A designated desk in the Cathedral office, with access to all office facilities

Terms of the Appointment

[NB: This section outlines the Terms of Appointment but is not a contractual document, which will be available on appointment].

General

This appointment will start from 1st September 2019.

The first nine months of the appointment (or two academic terms) will be treated as a probationary period with one month's notice on either side during that time. A review will be carried out at the end of the probationary period. Three months' notice will then be required on either side to terminate employment.

The Assistant Organist's place of work shall be Chelmsford Cathedral, but may, in the performance of his or her duties, be required to travel within the UK and internationally; advance notice will be given.

The appointment is subject to a satisfactory Enhanced DBS check and pre-employment checks.

Salary and Fees

Salary

The salary will be of the order of £23,000 per annum, subject to an annual review in April of each year. It will be payable by BACS transfer in arrears by equal monthly instalments on the last working day of each month.

Fees

The Assistant Organist will receive fees for playing the organ at any special service which is not

understood to be regular worship, with the exception of those services for which the Cathedral makes no charges.

Such fees will be invoiced by the Cathedral and paid to the Assistant Organist through the payroll on a monthly basis.

Outside normal working hours and within the annual leave allowance, the Assistant Organist shall be able to make his/ her own arrangements to undertake external recitals and other musical engagements, including independent fee earning; engagements of this kind may be agreed with the Canon for Worship and Music. In these circumstances the requirements of such engagements should not prevent the performance of the Assistant Organist's obligations under his/her contract of employment.

Time

The Assistant Organist is expected to work an average of at least 35 hours per week. Hours will be flexible in order to undertake the required duties.

Duty hours

The Assistant Organist will be on duty (except by arrangement with the Canon for Worship and Music):

- a) For all Sunday services when the Cathedral choirs are in session or when an organist is required.
- b) For weekday choral services, special services and choir practices.
- c) As required to complete the necessary administration of the job noting that Wednesday is normally taken as a day off.

The Organist and Master of the Choristers is responsible for arranging either the Assistant Organist or the Organ Scholar to deputise when he is not on duty and these arrangements are normally made at weekly meetings of the music staff, and are subject to agreement with the Canon for Worship and Music

Rest periods, annual leave and time off

The Assistant Organist is entitled to one day off a week which will normally be a Wednesday. Time off cannot normally be taken, except by arrangement with the Canon for Worship and Music, on a Sunday when the choir is in residence, Ash Wednesday, Holy Week and Easter, and Advent Sunday and Christmas (3 services of Nine Lessons and Carols, Midnight Eucharist and Christmas Day Eucharist.)

Annual leave

The Assistant Organist is entitled to 42 days paid annual leave in each leave year, which begins on 1st January. Up to six Sundays a year can be taken as part of this annual leave (notwithstanding the paragraph above).

It is a condition of employment that the Organist and Master of the Choristers and the Assistant Organist cannot be absent at the same time without the prior agreement of the Canon for Worship and Music.

Sundays, Bank Holidays and any day off when, by agreement, the Assistant Organist works, are deemed to be normal working days and will be paid as such.

The Assistant Organist will be entitled to carry forward up to five days of any unused entitlement at the end of any leave year, by agreement with the Canon for Worship and Music. There will be no entitlement to accrued holiday pay on termination of employment.

Special leave

The Chapter may grant an additional period of special leave in particular circumstances.

Parental and adoption leave and time off work to care for dependants

The Assistant Organist is entitled as appropriate to parental and adoption leave, and is entitled to request time off, or adjustments to the duties of the office, to care for dependants. For further details, see the Cathedral Policy on Special Leave.

Benefits

Pension

The Chapter contributes 5% of the gross annual salary to the Church Workers' Pension Fund Pension Builder Classic Scheme. Other pension schemes may be considered.

Absence through sickness or injury

Subject to the provision for termination on grounds of ill health set out separately, sick leave on full pay inclusive of any deduction of Statutory Sick Pay will be allowed up to three months for staff with a minimum of two years' continuous employment.

The duration of sick leave on full pay for employees with less than two years' service is at the discretion of the Dean but will normally be for a period of not more than one month.

Expenses

The Chapter will reimburse reasonable travel, hospitality and other expenses necessarily incurred by the Assistant Organist through the performance of their duties.

Performance Review

This post is subject to formal procedures for review and appraisal; the Canon for Worship and Music will be the line manager for the Assistant Organist. Training and development is discussed as part of this process and financial provision is made in the department budget.

Professional development

The Cathedral supports continuing professional development for its staff, and the Assistant Organist and Director of the Girls' Choir is encouraged to attend meetings of the Assistant Organists' Conference, and to engage in training programmes relating to Health and Safety at work (including but not limited to First Aid and Mental Health awareness).

How to apply

Applications should be sent to:

James Davy

Organist and Master of the Choristers

The Cathedral Office

53 New Street

Chelmsford

Essex CM1 1TY

by post or e-mail: james.davy@chelmsfordcathedral.org.uk

to arrive not later than noon on Monday 1 April 2019.

Your application should contain:

- A full CV containing education and musical and professional qualifications and full employment history;
- A covering letter (one side of A4) saying how your skills and experiences match the requirements of the post;
- Details (name, address, telephone number and e-mail) of three referees who would be able to speak about your relevant experience and personal qualities. One should be your current employer. (Referees may be contacted as part of the short-listing process by agreement with the applicant); and
- Your contact details including daytime and evening telephone numbers.

For an informal discussion about the position, please contact James Davy as above.

Short-listed candidates will be contacted by Thursday 4 April.

Interview/auditions will be held at Chelmsford on **Thursday 11th and Friday 12th April 2019** and candidates need to be available on both dates. More information about the process will be provided to the short-listed candidates nearer the time.