

Job description

Job title:	Assistant Director of Music
Department:	Music Department
Line manager:	The Director of Music
Salary:	£46,000 per annum, with additional fees paid for special events.

Please note that accommodation may be provided as part of the employment package. Details will be discussed during the interview process or upon further inquiry.

The job description is an operational document that does not form part of the contract of employment.

It may be that from time to time an individual is expected to perform tasks that may not be expressly in the job description but are nonetheless necessary in the day to day performance of their duties.

St Paul's Cathedral reserves the right to amend the job description as may from time to time be necessary to meet the changing needs of the organisation.

The Music Department

Worship, liturgy and music are central to the life of St Paul's Cathedral, whose core purpose is to advance the Christian religion in accordance with the faith and practice of the Church of England. To that end, St Paul's seeks to appoint a first-class musician to join their internationally renowned Music Programme.

The Cathedral Choir currently consists of a top line of Choristers (mainly boys with a number of girls working with them) and a team of 12 Vicars Choral. Through the ambitious Girls Voices Programme, which was launched in September 2023, we are aiming to create the world's largest and busiest choral programme, with two top lines, one of girls and one of boys, working separately but coming together for various important or historic services and events. Planning permission and funding are in place to build a new boarding facility so that girls and boys will be offered equality of opportunity by September 2025.

From September 2025, we will begin the process by which we increase the number of sung services from 8 to 14 a week (including a Sung Eucharist at 8am on most weekdays), and this increase will require a change to the number of staff in the Department and their workload, including this new appointment of an Assistant Director of Music.

Within the Department there are currently three musicians – the Organist, the Sub-Organist and the Organ Scholar and our Artistic Director of Choral Partnerships. The Music Department Administrator provides support for the work of the Department. There is a Singing Teacher who spends time with the Choristers each week, and a flourishing Music Partnerships Scheme with three members of staff.

Music is one of four departments (alongside Liturgy, Virgers and Special Events) which fall under the Precentor's Directorate. The Precentor is a member of the Executive Leadership Team and is also a Chapter member with responsibility for this area of work.

Job Purpose

Supporting the Director of Music, and working alongside the Organist, the Assistant Director of Music will play a key role in the delivery of a dynamic and inspiring music programme that enriches worship within the Cathedral.

The Director of Music is the leader for both the boy and the girl Choristers, the Cathedral Choir and the Consort. The Assistant Director of Music will be responsible for training the Girl Choristers and directing them either on their own or as part of the Cathedral Choir on a regular basis. They will work in partnership with the Organist who will be responsible for training the Boy Choristers in the same capacity.

The Assistant Director of Music will take a major part in the day-to-day management of the Department, will have significant line management responsibilities, and will manage the auditioning process for boys and girls.

Main Duties and Responsibilities

Music

- Alongside the Director of Music and on a daily basis, to share in the training and direction of the Girl Choristers and the Cathedral Choir as requested;
- To share (alongside the Organist) in the conducting of the Cathedral Consort (professional sopranos and Vicars Choral) when requested;
- To act as Assistant Conductor for the Cathedral Chorus (amateur singers who perform twice a year with the Cathedral Choir);
- To work with the Director of Music and Organist to help develop and maintain a vision and house-style for performances of music in the Cathedral.

Leadership and Management

- To work collaboratively with the Director of Music, organists and Administrator to ensure the effective day-to-day management of the Music Department;
- To assist with the delivery of the chorister recruitment pipeline strategy, working collaboratively with the Artistic Director of Choral Partnerships, the Organist and with the Cathedral School;
- To manage the audition process for all potential choristers (both boys and girls);
- To take an active role in embedding and developing 'girls voices';
- To share with the Director of Music the line management of the Choristers Singing Teacher(s);
- Eventually to take on the line management and annual appraisal process for the Vicars Choral and the implementation of development plans;

- To assist with the audition process for Deputies and Vicars Choral as and when required;
- Contribute to the maintenance of a safe working environment both within the Music Department and the wider Cathedral, ensuring that the Cathedral's Safeguarding Policy is always modelled and championed.

Administration and Project Work

- To play a full role in the planning and administrative work of the Department, be it supporting with correspondence, proofreading or contributing to Service Schedules and Special Orders of Service as necessary;
- To attend meetings as requested either in their own right or in the place of the Director of Music;
- Work with and contribute fully as a member of the Music Department team attending weekly Department Meetings;
- Contribute to ongoing project work within the Department and wider Cathedral including, but not limited to the planning of special services, recitals, tours, recordings at the request of the Director of Music;
- Undertake any other appropriate duties that the Line Manager, Senior Management or Chapter may request from time to time.

Person Specification

- Significant and demonstrable experience as a choral conductor, used to working with both children and adults;
- An in-depth knowledge of vocal technique and how to develop young voices;
- A clear and effective conducting technique;
- A graduate degree or have equivalent high-level professional musical experience;
- A commitment to music in worship and a familiarity with the shape of the church's year and music in the Cathedral tradition;
- An ability to work in sympathy with the aims and the ethos of the Church of England;
- An ability to share in St Paul's commitment to safeguarding and to promote and protect the welfare of children, young people and vulnerable adults;
- Excellent leadership and communication skills with a track record of inspiring and motivating singers and others;
- The ability to work collaboratively as part of a team, and to be supportive of all colleagues;
- Strong administrative and organisational skills with excellent attention to detail;
- The ability to work calmly, particularly when performing at high profile, pressured occasions;

- Confident, clear, effective and polite communication skills;
- To have a proactive attitude towards professional musical development and to have wide-ranging and informed musical interests and experience;
- Experience with line management;
- An ability quickly to adjust to changing circumstances.

Music Department

