

JOB DESCRIPTION

for the post of

ASSISTANT ORGANIST at BELFAST CATHEDRAL

1 BACKGROUND

St Anne's Cathedral has stood for over 100 years as a place of Christian worship in the heart of the City of Belfast. This Hiberno-Romanesque building is recognised as having a splendid acoustic for music.

There is a 4-manual Harrison & Harrison organ and a Wells-Kennedy chamber organ. The music department includes a variety of singers: lay clerks, choral scholars, boys, teenage girls and junior girls. As well as Sunday Services and large diocesan and civic occasions there is regular weekday Choral Evensong. Over the years Cathedral choirs have sung on national and local radio and television and have undertaken concerts and tours.

2 JOB DESCRIPTION

Job title : Full time Assistant Organist

Reporting to : The Director of Music

Contract : There will be a fixed term contract for three years, renewable by mutual agreement. There will be a probationary period of six months.

Hours of work: Full time, with one day clear of cathedral duties each week. The number of hours worked each week will be an average of at least 40 during choir term, but the Cathedral recognises that, during choir holidays, this number will be very significantly lower.

Salary : £24,000 per annum

Job Purpose:

To continue the development of music as a vital part of the Cathedral's worship and programme of education.

The Assistant Organist will play a vital role within the Music Department, assisting the Director of Music; playing the organ for the majority of the choral services in the Cathedral; assisting with the day-

to-day administration of the Department; taking a full part in conducting choirs; and in the recruitment, choral development and training of choristers.

Job Summary:

Principal organist for choral services at the Cathedral; play a full part in the recruitment, choral development and training of boy choristers and girls; take the lead in the recruitment and training of the Junior Girls' Choir and the Choral Scholars; take part in the training and preparation of the Organ Scholar; deputise for the Director of Music as required; and assist with the administration of the Music Department as required.

Governance :

The Assistant Organist will report to the Director of Music.

The Dean and Board have recently established a "Music Department Management Support Group" which will meet very regularly with the Director of Music. The Assistant Organist will be expected to meet from time to time with the Group and to raise matters with the Group as appropriate.

Principal Responsibilities:

1. Musical Responsibilities:

- 1.1 Work under the Director of Music in providing music for all Cathedral services.
- 1.2 Play the organ at statutory and special services as required.
- 1.3 Accompany the Cathedral choirs in services and concerts both in the Cathedral and elsewhere.
- 1.4 Accompany rehearsals of the Cathedral choirs when required.
- 1.5 Conduct the Cathedral choirs in the absence of the Director of Music; usually conduct the Choral Scholars when they sing on their own; usually conduct the Junior Girls' Choir when they sing on their own; and conduct the Boys' Choir and the Full Choir from time to time by agreement with Organist but at least once each month.
- 1.6 Personal musical preparation and practice and learning of new repertoire.
- 1.7 Take part in the Cathedral's recital series.
- 1.8 Assist with the choral training and education of the choristers, including sight-singing and theory tuition.
- 1.9 Maintain high standards in all aspects of the Cathedral's musical activity.
- 1.10 Play a full part in the recruitment of boy choristers, girls and lay clerks
- 1.11 Take the lead in the recruitment, choral training, performance, administration and social programme of the Junior Girls' Choir.
- 1.12 Engage with chorister parents in relation to the musical progress of members of the Junior Girls' Choir and the choir's training, musical responsibilities and social programme.
- 1.13 Take the lead in the recruitment of Choral Scholars and in the design and delivery of their educational programme
- 1.14 Develop the potential to establish a mainly student Consort Choir to perform at concerts or Cathedral services from time to time.
- 1.15 Along with the Director of Music play a full part in the training and preparation of the Organ Scholar. This will include ensuring that there is discussion of performance and

interpretation issues before and after the Organ Scholar plays for all or part of a service or rehearsal or conducts the choir at all or part of a service or rehearsal.

- 1.16 Take part in the teaching of theory to the choristers
- 1.17 Take part as required in the Cathedral's musical Outreach Projects.
- 1.18 Support the Director of Music in Choral Training across the cathedral choirs

2. Administrative and Departmental Responsibilities:

- 2.1 Assist with the administration of the Music Department, as directed by the Organist.
- 2.2 Be responsible for the recruitment of, and provision for, visiting choirs to sing at some of the customary choral services in the absence of a Cathedral Choir.
- 2.3 Administer the regular Organ Recital series.
- 2.4 Attend a weekly meeting with the Director of Music and others for forward planning and general discussion of current issues.
- 2.5 Select organ music for the regular services of the Cathedral, responding creatively to the liturgical context, planning to agreed deadlines, and consulting with the Dean and others. Voluntaries for Sundays are published in the regular Music Lists and included in Orders of Service.
- 2.6 Support the Dean, Dean's Vicar or other cathedral clergy and the Director of Music in providing information for, preparing and proof-reading Orders of Service.
- 2.7 When asked, to report to the Board on musical matters in the format used by the Board.
- 2.8 Assist with the administration of Music Festivals.
- 2.9 Assist with the administration of choir tours.
- 2.10 In collaboration with the Director of Music and cathedral staff, prepare Music Department publicity material to a high standard, according to the Cathedral's style guide, and assist with the updating of the Cathedral website and social media channels.
- 2.11 To work within the safeguarding procedures as set out by the Cathedral's Safeguarding Trust panel, and by the diocesan child protection body.

3. General Musical Responsibilities:

- 3.1 Respond as appropriate to requests from diocesan bodies, parishes and organisations such as the Royal School of Church Music for assistance and advice.
- 3.2 Undertake Continuing Professional Development activities for which there is a budget of £1,000 per annum for the Assistant Organist post.
- 3.3 Attend meetings of the Assistant Cathedral Organists' Association.
- 3.4 Demonstrate a team approach to achieving the musical and educational objectives of the Cathedral.

- 3.5 Any other duties, which may be required, appropriate to the individual's skills and the needs of the Cathedral.
- 3.6 Any other duties within the general scope of the post.

4. General Responsibilities: The employee shall

- 4.1 unless prevented by ill health devote such time to his work for the Cathedral as may be necessary for the full and prompt performance of his duties under this Contract.
- 4.2 diligently exercise such powers and perform such duties as may from time to time be assigned to the Employee.
- 4.3 use the Employee's best endeavours to support the work of the Dean, the Board, the Director of Music and the Cathedral.
- 4.4 render the Employee's services in a professional and competent manner and in willing co-operation with others.
- 4.5 recognise the authority of the Dean in all matters relating to the conduct of divine services, including what parts are to be said and sung respectively and the amount of musical elaboration suited to any such service.
- 4.6 comply with (i) all reasonable and lawful instructions given to the Employee by the Dean and/or Board; and (ii) any rules, policies and procedures notified to the Employee by the Dean and/or the Board from time to time;
- 4.7 promptly give to the Dean and the Board (in writing if so required) all such reasonable information, explanations, reports and assistance as they may reasonably require in connection with the Employee's work for the Cathedral.
- 4.8 co-operate with any criminal record and other checks that the Board reasonably requires and/or as the law requires from time to time in order to comply with safeguarding requirements and good safeguarding practice.
- 4.9 undertake safeguarding training at periodic intervals, when reasonably required by the Board and/or as required by law.
- 4.10 at all times fully comply with the security arrangements in relation to the Cathedral and take all reasonable steps to avoid theft of or damage to Cathedral property.
- 4.11 promptly report to the Dean [or in his absence the chairman of the Board] any wrongdoing on the part of the Employee in connection with his work for the Cathedral.
- 4.12 immediately disclose to the Dean [or in his absence the chairman of the Board] in writing any criminal convictions, cautions, court orders, reprimands and warnings which may affect the Employee's suitability to work with children (whether received before or during the Employee's employment by the Board).

End

