



Job Description - Assistant Director of Music

Belfast Cathedral (the Cathedral Church of St Anne) has stood for over 100 years as a place of Christian worship in the heart of the City of Belfast and is one of the ecclesiastical and architectural highlights of Northern Ireland.

The splendid acoustic of the cathedral is the setting for the 4-manual Harrison & Harrison organ, a Wells-Kennedy chamber organ, and (to be installed in September 2019) a 2 manual, mechanical action organ by the renowned Dutch firm, Klop. The music department includes a variety of singers: professional lay clerks, choral scholars, boy choristers, girl choristers (aged 11-18), and junior girl choristers. As well as Sunday Services and weekday Choral Evensongs, there are large diocesan and civic occasions. Over the years the Cathedral choirs have sung on national and local radio and television, and have undertaken concerts and tours.

Belfast is one of the UK's most vibrant cities with a thriving musical, educational, and cultural life. The Ulster Orchestra, Northern Ireland Opera, regular professional chamber music concerts, an amateur symphony orchestra and amateur choirs combine with frequent visits by touring opera and ballet companies to make the city a modern cultural hub. Queen's University's Faculty of Music is in Belfast and Ulster University will soon be moving to its new site beside the Cathedral. The Ulster Society of Organists & Choirmasters also has a very active programme.

Belfast Cathedral sits at the heart of The Cathedral Quarter, which is known for its unique and artisan shops, wide variety of restaurants, and lively culture, close to the Titanic Quarter and the city centre itself. The city's two airports provide excellent connections to all the London airports and to most of the regional airports in the UK.

A new and exciting chapter in the musical and liturgical life of Belfast Cathedral begins in September 2019 when **Matthew Owens** takes up his appointment as Director of Music.

Matthew Owens is moving from Wells Cathedral, where he has been Organist and Master of the Choristers since 2005. His previous appointments include being Organist and Master of the Music at St Mary's Episcopal Cathedral, Edinburgh (1999-2004), Sub Organist of Manchester Cathedral (1996-99) and Conductor of The Exon Singers (1996-2011). He is also Conductor of the Wells Cathedral Oratorio Society, and was President of the Cathedral Organists' Association (2010-13).

He studied at Chetham's School of Music, The Queen's College, Oxford, the Royal Northern College of Music, and the Amsterdam Conservatorium. From 1994-99, he was Tutor in Organ Studies at the RNCM and Chetham's and worked for BBC Religious Broadcasting. As a conductor he has premiered over 200 works by leading composers from Jools Holland to Arvo Pärt, and John Rutter to Sir Peter Maxwell Davies. He is active as a composer himself, with works published by Oxford University Press, Novello, and the RSCM.

JOB DESCRIPTION

Job title: Assistant Director of Music

Reporting to: 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 likely fall between 40 and 50, but the Cathedral recognises that, during choir holidays, this number will be very significantly lower.

Salary: £24,000 per annum, plus a tax-free allowance of £1,000 for professional development

Job Purpose:

The Assistant Director of Music 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. The Assistant Director of Music will help to continue the development of music as a vital part of the Cathedral's worship and programme of education.

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 girl choristers; 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 Director of Music 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, and as required.
- 1.6 Actively seek to undertake personal musical preparation and practice, and the learning of new repertoire.
- 1.7 Work collaboratively with, and under the direction of the Director of Music in the day-to-day management and welfare of the choir including the direction, training, conduct, and discipline of the Choristers, Lay Clerks, and Choral Scholars.
- 1.8 Take part in the Cathedral's recital series.
- 1.9 Assist with the choral training and education of the choristers, including sight-singing, theory tuition, and probationer training.
- 1.10 Maintain high standards in all aspects of the Cathedral's musical activity.
- 1.11 Play a full part in the recruitment of boy choristers and girl choristers, including school visits.
- 1.12 As required, to assist in the recruitment and appointment processes of Choral Scholars, Lay Clerks, and Organ Scholars.
- 1.13 Take a lead in the recruitment of Choral Scholars and in the design and delivery of their educational programme.
- 1.14 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.
- 1.15 Take part, as required, in the Cathedral's musical Outreach Projects.
- 1.16 Work collaboratively with members of the Music Department to agreed deadlines in selecting organ music for regular and statutory services, contributing to the selection of choral music as required, and responding creatively to liturgical context.
- 1.17 Manage and organise the programme of visiting choirs, and ensure music details are available in good time for inclusion in the Services and Music List. This includes taking steps to establish the competence of deputy and visiting organists, as necessary.

2. Administrative and Departmental Responsibilities:

- 2.1 Assist with the administration of the Music Department, as required by the Director of Music.
- 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 in consultation with the Dean and others. Voluntaries for Sundays are published in the regular Music Lists and included in Orders of Service. It may be that, going forward, voluntaries for other services will also be published.
- 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 As required, to assist the Director of Music in developing strategy and planning and promotion of the Cathedral's musical life, including commissions, repertoire development, choir tours, recordings, broadcasts, concerts, and special events.
- 2.10 Assist with the administration of choir tours.
- 2.11 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.
- 2.12 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 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 Director of Music 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, and 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 or vulnerable adults (whether received before or during the Employee's employment by the Board).

[End]