

The Cathedral Church of St Anne, Belfast

JOB DESCRIPTION – Master of Music (Part-time)

CONTEXT:

Due to the severe financial constraints experienced by Belfast Cathedral in consequence of the Covid Pandemic of 2020-22, and an annual budget for the Cathedral Music Department set by the Cathedral Board for 2022 at £50,000 per annum, the position of **Part-time Master of Music** has been established.

The Master of Music will be responsible for the Belfast Cathedral Adult Choir (SATB), which will be a Voluntary Adult Choir (expenses allowances will be made available).

The Master of Music will also have responsibility for recruiting, training and directing the Cathedral Children's Choir of boys and girls as Cathedral Choristers

The Master of Music will be responsible for the cathedral's music and choir(s) (Adult Choir, Children's Choir, and Cantor as appropriate) for two services each Sunday, and for the Principal Festivals as listed.

It is also anticipated that, in the life of the Cathedral, there will be additional Special Services which the cathedral is required to facilitate. When such services arise the part-time Master of Music will, in the first instance, be given the opportunity to provide choral music according to the same conditions as Sunday Services and Principal Festivals. Payment to the Master of Music for such Special Services will be to the same rates as for Sunday Services, but made as additional payments.

The Master of Music will work 18.75 hours each week, of which a minimum of 5 hours will be worked on a Sunday. The Terms of Employment which include Annual Leave, Statutory Leave, and CPD will be applied pro rata based on a 37.5 hour working week.

In addition the Music Department shall employ an Associate Organist to accompany the Cathedral Choir(s) for two services per Sunday and on the Principal Festivals. The Music Department will have a dedicated administration budget of £5,000 per annum, and the services of the Cathedral Administration Assistant for 3.5 hours each week.

Job Title:	Part-time 2 Year Fixed Term Position of Master of Music.
Responsible to:	The Cathedral Board
Reporting to:	The Dean
Hours of Work:	18.75 hours per week with a minimum of 5 hours worked on a Sunday. Working hours (except on Sundays and Principal Festivals) will be flexible, shall be agreed in advance with the Dean and subject to the approval of the Cathedral Board.
Salary:	£21,800 per annum based on 18.75 hours per working week.
Contract :	There will be a Fixed Term Contract for two Years (<i>from the date of appointment</i>). There will be a probationary period of six months.

Leave: Based on a 37.5 hour working week, the following annual leave will be applied pro rata for 18.75 hours (pro rata days in brackets): 28 days annual leave (14); 10 statutory holidays (5) (19 days total of which a maximum 8 days shall be Sundays); 2 days for Continuous Professional Development within working hours (1); 4 days to attend Cathedral Organists' Association meetings within working hours (2)

Job Purpose:

To provide music appropriate to a Cathedral's worship and requiring standards to be agreed and met which are worthy of a Cathedral post.

Job Summary:

- To be responsible for all aspects of the Cathedral's music for two Services per Sunday and the Principal Festivals including the recruitment and training of the Voluntary Adult Choir and (with others as employed under the Music Department Admin Support Budget) the Cathedral Children's Choir of Choristers;
- additionally to be given the opportunity to be responsible for the Cathedral's music for Special Services for which additional payment will be made according to the same conditions as Sunday Services and Principal Festivals;
- to direct the administration of the music department as carried out by other designated Music Department and cathedral staff.

Principal Responsibilities:

1 Objectives and Standards:

- 1.1 To agree with the Dean and Board specific, measurable, attributable, realistic and targeted key performance indicators relating to music and management.
- 1.2 To comply with the monitoring arrangements for the key performance indicators.

2 Musical

- 2.1 To have overall responsibility for the recruitment and training of the Voluntary Adult Cathedral Choir, and (with others) the Cathedral Children's Choir of Choristers, ensuring the highest possible musical standards at all services.
- 2.2 Maintain high standards in all aspects of the Cathedral's music and the work of its Choirs.
- 2.3 Play the organ to the highest of standards and arrange for the organ to be played at regular and special services as required.
- 2.4 With the Voluntary Adult Choir, and the Cathedral Children's Choir, agree and set musical and non-musical standards and ensure that they are met.
- 2.5 To have primary responsibility for the discipline of all members of the music team including singers and organist.
- 2.6 Be responsible for the choral training and education of the members of the Cathedral Children's Choir which may include giving opportunities for entry for RSCM or other awards and musical examinations for members of the Cathedral Children's Choir.
- 2.7 Engage with parents/guardians of the Cathedral Children's Choir in relation to the musical progress of its members.
- 2.8 Direct the Voluntary Adult Choir and Cathedral Children's Choirs in services in the Cathedral.
- 2.9 Be responsible for rehearsals of the Cathedral choirs.
- 2.10 Be responsible for personal musical preparation and practice.

- 2.11 Supervise the work of the Associate Organist as appropriate to ensure the highest possible standard of musical accompaniment at cathedral Sunday Services and Principal Festivals.
- 2.12 Refer human resource matters within the Music Department for the Dean and General Manager to determine, and if required for them to source external Human Resources support.
- 2.13 Advise the Dean and Board on any proposed appointment of an Associate or an Assistant Cathedral Organist.

3 Administrative and departmental responsibilities

- 3.1 Select and plan the choral 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.
- 3.2 Administer and manage the Music Department efficiently with support from the Cathedral's administrative staff.
- 3.3 Attend regular meetings with the Dean in relation to the planning of the Cathedral's services and musical activities.
- 3.4 Attend regular meetings with the Dean in relation to monitoring the musical objectives and standards set by the Dean and / or the Cathedral Board.
- 3.5 Meet regularly with the Associate Organist and others for forward planning and general discussion of current issues.
- 3.6 Devise regular Music Lists to be made available for publication.
- 3.7 In consultation with the Dean's Vicar provide information and proof-reading for orders of service.
- 3.8 Oversee the annual appraisal of Music Department staff.
- 3.9 Ensure positive team working within the Music Department and to unite the team around the Cathedral's wider mission and strategy.
- 3.10 Seek to develop in all members of the Voluntary Adult Choir, the Cathedral Children's Choir and their parents / guardians the concept that they are members of a wider Cathedral community.
- 3.11 Work with other members of the Cathedral community to ensure clear communication across all cathedral departments.
- 3.12 When asked, report to the Board on musical matters in the format used by the Board.
- 3.13 In collaboration with others, provide Music Department publicity material to be placed on the Cathedral website and social media channels.
- 3.14 Advise the Dean and Board on musical matters.
- 3.15 Work in accordance with the safeguarding procedures as set out by the Cathedral's Safeguarding Trust Panel, and by the diocesan child protection body.

4 Recruitment

- 4.1 Have responsibility to ensure a robust and effective approach to the recruitment of members to the Adult Voluntary Choir and the Cathedral Children's Choir. Programmes for recruitment to these choirs shall be funded from within the designated Music Department budget. All costings and expenditure shall be agreed well in advance of implementation with the Cathedral Finance Officer and subject to the authorisation of the Finance Committee of the Cathedral Board.
- 4.2 Regularly audition potential members of the Voluntary Adult Choir and maintain a list of approved members.
- 4.3 Advise on visiting choirs and approve their musical competence to sing at services during choir holidays.

5 General responsibilities:

- 5.1 Undertake Continuing Professional Development activities. Within the contract there will be 7.5 hours designated for CPD, as approved by the employer, for which there is a budget of £200 per annum for the post.
- 5.2 Attend meetings of the Cathedral Organists' Association. Within the contract there will be 15 hours designated for attendance. Costs to a maximum of £100 per day (7.5 hours) may be applied for.
- 5.3 Demonstrate a team approach to achieving the musical objectives of the Cathedral.
- 5.4 Any other duties within the general scope of the post.

6 Activities beyond the scope of the Part-time Master of Music Contract.

- 6.1 The Master of Music is not expected under this job description, or associated contract, to organise concerts, recitals, recordings, additional choirs or any other activities which are in addition to the provision of the Voluntary Cathedral Adult Choir and the Belfast Cathedral Children's Choir to sing at two services per Sunday and at the Principal Festivals. Should the Master of Music choose to engage in such additional activities, concerts, recitals, recordings, choir training or tuition, this shall be done outside the contracted 18.75 hours per week, shall be entirely self-financing and at no cost to the cathedral, and if carried out on cathedral premises, shall be considered as an external booking of the cathedral facilities for each activity or event.
- 6.2 The Master of Music will be given the opportunity to be responsible for the cathedral's music for Special Services in addition to the 18.75 hours of contracted work per week.
- 6.3 The Master of Music will be given the opportunity to play the organ, or to direct music for Cathedral Weddings and Funerals. Hours worked and fees paid will be additional to the contract, and according to the Fees Rates agreed by the Board. Fees paid shall be the fees received from the parties responsible for the wedding or funeral.

7 General Duties

The employee shall

- 7.1 unless prevented by ill health devote such time to his / her work for the Cathedral as may be necessary for the full and prompt performance of his duties under this Contract.
- 7.2 diligently exercise such powers and perform such duties as may from time to time be assigned to the Master of Music.
- 7.3 use the his / her best endeavours to support the work of the Dean, the Board, and the Cathedral.
- 7.4 render his / her services in a professional and competent manner and in willing co-operation with others.
- 7.5 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.
- 7.6 comply with (i) all reasonable and lawful instructions given to the Master of Music by the Dean and/or Board; and (ii) any rules, policies and procedures notified to him / her by the Dean and/or the Board from time to time;
- 7.7 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 Master of Music's work for the Cathedral.

- 7.8 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.
- 7.9 undertake safeguarding training at periodic intervals, when reasonably required by the Board and/or as required by law.
- 7.10 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.
- 7.11 promptly report to the Dean [or in his / her absence the Secretary to the Board] any wrongdoing on the part of the Master of Music in connection with his / her work for the Cathedral.
- 7.12 immediately disclose to the Dean [or in his / her absence the Secretary to the Board] in writing any criminal convictions, cautions, court orders, reprimands and warnings which may affect the Master of Music's suitability to work with children (whether received before or during the Master of Music's employment by the Board).

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