

Director of Music 2019
Job Description

Title of post	
	Director of Music
Introduction	
	The Chapter of Southwark Cathedral wishes to appoint a Director of Music to lead the Music Department from 1 September 2019. The successful candidate will be expected to contribute towards the mission and ministry of Southwark Cathedral by maintaining and developing standards of musical excellence in the Cathedral's worship.
Mission Statement	<p>Southwark Cathedral...</p> <p>an inclusive Christian community, growing in orthodox faith and radical love.</p> <p><i>The marks of our community are:</i></p> <ul style="list-style-type: none"> • confidence in God and the Gospel • passion for those on the edge of society • engagement in vibrant theology and teaching • prayerful service of our Bishop and Diocese • love for London and the world <p><i>Our rule of life is centred on a commitment to:</i></p> <ul style="list-style-type: none"> • worship • study • service <p><i>and above all</i></p> <ul style="list-style-type: none"> • to the Living God we know in Jesus Christ.
Introduction to Southwark Cathedral	<p>The Cathedral and Collegiate Church of St Saviour and St Mary Overie stands at the oldest crossing-point of the River Thames at what was for many centuries the only entrance to the City of London situated across the river. A verbal tradition suggests that the first Christian establishment was a community of nuns in the 7th century, but the first written reference is the mention of a 'minster' in the Domesday Book of 1086.</p> <p>In 1106 the church was 're-founded' by two Norman knights as a priory, whose members lived according to the rule of St Augustine of Hippo. The church was dedicated to St Mary and later known as St Mary Overie ('over the river'). The Augustinian Canons created a hospital alongside the church; this was the direct predecessor of today's St Thomas's Hospital opposite the Houses of Parliament.</p> <p>At the Dissolution of the Monasteries in 1539, the last six canons were pensioned and the church itself became the property of King Henry VIII who rented it to the congregation. It was re-named St Saviour's, though the old name remained in popular usage for many years.</p>

	<p>St Saviour's Church became Southwark Cathedral in 1905. The diocese which it serves stretches from Kingston-upon-Thames in the west to Thamesmead in the east and Gatwick Airport in the south. It has a population of two-and-a-half million people, served by over 300 parishes.</p> <p>Today the Cathedral continues to serve its parish as well as the diocese and frequently hosts events and services for the national Church. Our mission statement above describes our lively community, set in the midst of a vibrant area of London, with a passion for living the Gospel and a desire to grow in love of one another, and in the knowledge and love of God.</p>
<p>The Music</p>	<p><i>History</i></p> <p>As were many of the Cathedrals in England, the church we now know as Southwark Cathedral was a monastic foundation prior to the Reformation. The daily offices, often sung, were at the heart of the life of those communities and has continued in our Cathedral churches.</p> <p>In 1456, the parish records include a payment made to the 'theatrical children' at St Saviour's (as it was then known). The first direct reference to professional singers is in 1569 when Brian Pattinson, one of the vestry clerks, helped himself to the huge sum of £20 from funds to pay the Choir. He was dismissed and replaced by a successor 'who shall be a good bass'. At the same time, the Choir also advertised for 'a tenor, that the choir may be better served.'</p> <p>St Saviour's Church became the Cathedral for the newly formed Diocese of Southwark in 1905 and has boasted a fine Choir of boys and men for many years, offering pupils at a number of day schools (both independent and state) the opportunity to learn music in the unique English Cathedral tradition.</p> <p>As part of the Millennium Project, marking the year 2000, Southwark Cathedral Girls' Choir was formed, on similar lines to the boys, to enrich the Cathedral's musical heritage and to offer the same opportunity for musical, spiritual and social development which the boys have enjoyed for so long. This choir was established, and has been Directed by the Assistant Organist - an arrangement that is currently under review.</p> <p>The lower voices (all male at present) consist of professional lay clerks, volunteer lay clerks, choral scholars and a few junior choral scholars from City of London School (who sing just on Mondays).</p> <p>The Choirs sing regular choral services throughout the week and are thus able to minister in a unique way to the people in South London and beyond through tours and invitations to special events and occasions. They have become well known through broadcasts, concert, tours and recordings. Our choristers continue to gather from a number of schools around London; we do not have a choir school.</p> <p>In 2003, Southwark Cathedral founded the Merbecke Choir to be a place for boys and girls who had left the Cathedral Choirs to explore a wide range of repertoire under expert tuition. The choir has grown since then and has a broad mix of ages and backgrounds, though former Cathedral choristers remain very welcome. The Merbecke Choir is now around 25-30 singers, mostly in their twenties and thirties who sing a wide range of music to a high standard. The Merbecke Choir is directed by Emily Elias.</p> <p>The Thursday Singers is directed by the Director of Music, and is made up of people from the local community, residents and those in work in the shops and businesses around the Cathedral, who simply enjoy singing. There is no audition, just a love of choral music. The Thursday Singers sing for Festival Eucharists which fall on a weekday and also lead the singing at the Cathedral's immensely popular Carol Sing-In before Christmas.</p> <p><i>Today</i></p> <p>Worship is the primary purpose of the Cathedral's life, and the importance of music in this is reflected in a significant proportion of the Cathedral's budget being spent on it.</p> <p>Safeguarding is a key factor in all aspects of our life. In the Music Department; the well-being and safety of the Choirs is the first priority of all staff in the department.</p>

	<p>The music is supported by a part-time Music Administrator, and we have recently initiated a small team of Choir Chaperones, which we would like to expand.</p> <p><i>Aspirations</i> Building on the foundation and developments of the past decades, we would like to:</p> <ul style="list-style-type: none"> • Raise the profile of our high quality musical contribution – particularly to draw people into the oasis of choral evensong at the end of a busy working day in a fast-moving city. • Introduce space for the spiritual development of the choristers. • Seek increased funding for choral scholarships. • Further integrate the boys, girls and lower voices sections of the choir, and review the balance and distribution of girls and boys choristers singing. • Be open to the recruitment of female lay clerks. • Re-establish a regular termly pattern of taking the Cathedral Choir out to sing around the diocese in parish churches. • Establish an outreach programme to local schools. • Redesign the monthly music sheet, within the general rebranding of the Cathedral. • Re-locate the Song School into a larger, more practical space for the size of our choir. • Develop, under the lead of the Canon Precentor and Director of Music, a Southwark Cathedral Music Policy, to sit alongside the Cathedral's Liturgical Statement.
Instruments	<p>Southwark Cathedral's main organ was built by T C Lewis in 1897 (and restored by Willis and Son in 1952 and Harrison and Harrison in 1991) and is widely appreciated. The Chamber Organ (Justin Sillman) was acquired in 1991 and is used in the Quire and Retrochoir.</p> <p>There is a Yamaha grand piano in the nave, a Steinway grand piano in the Song School and an upright piano for rehearsals in the Education Centre. Other instruments occasionally add different colour and tone to the music, such as a trumpet at Easter, or a baroque ensemble for a Bach Cantata Evensong.</p> <p>When accompaniment is required in the Harvard Chapel, an electronic keyboard is used, or a small ensemble of instruments.</p>
Role Description	
Key relationships	<p>The Director of Music is responsible to the Canon Precentor, who is the Director of Music's line-manager.</p> <p>The post holder will work closely with both the Canon Precentor and the Succentor.</p> <p>This post holder is the line manager of the following staff:</p> <ul style="list-style-type: none"> • Assistant Organist • Harry Coles Organ Scholar • Director of the Merbecke Choir • Music Administrator (2 days per week) • Lay Clerks • Choir Chaperones
Overall purpose	<p>The Director of Music has a key role in directing the Music Department and Cathedral Choir in high-quality music-making, in line with the worship, mission and ministry of Southwark Cathedral. The post also provides a connection with the musical life of London.</p>
Main duties and responsibilities	<ul style="list-style-type: none"> • To direct and manage the operation of Southwark Cathedral's Music Department and Choirs. • To ensure that the Cathedral's policies including, but not limited to, the Cathedral's safeguarding and safety policies, are followed and implemented, so that high standards in all aspects of the policies are maintained.

	<ul style="list-style-type: none"> • To develop and update policies relevant to the work of the Director of Music, in line with good practice, legislation and recommendations. • To give overall direction to the whole Cathedral Choir - boys, girls and lower voices: in rehearsals, services, occasional offices and other special services and events, as required, maintaining a high standard of excellence, liturgical sensitivity and discipline. • Occasionally to play the organ for voluntaries, and for accompaniment when not directing the Choir. • To work in sympathy with the Chapter in relation to worship and services, mission and ministry of the Cathedral, Bishop and Diocese. • To communicate effectively with Chapter, particularly through the Canon Precentor and the Dean, advising on all musical matters and engaging creatively with the Cathedral's programme, proposing suitable music for all services and events; and writing/submitting reports for the Chapter when required. • To communicate effectively with chorister parents and choral scholars and lay clerks, and to ensure the monitoring of attendance by members of the choir and the arrangement of music licenses • Creatively to develop and broaden the Cathedral's musical offering, while maintaining the commitment and quality of our core choral repertoire. • To undertake development and training as necessary in all aspects of the post. • To carry out other duties reasonably required by Chapter. • To act as an ambassador for Southwark Cathedral, representing the foundation in a positive and proactive way, consistent with the values and ethos of the Cathedral.
Detailed responsibilities	<ul style="list-style-type: none"> • With the Assistant Organist to ensure that the choral direction and organ accompaniment are appropriately covered in the regular pattern of choral services, and all special, occasional and diocesan services during the year. • To ensure that the Cathedral's policies including, but not limited to, the Cathedral's safeguarding and safety policies, are followed and implemented, so that high standards in all aspects of the policies are maintained. • To manage the recruitment, appointment, management, training and development of the choristers, choral scholars, organ scholars and lay clerks. <p>To work with the Canon Precentor and others with regard to the pastoral care of choristers and lay clerks.</p> <ul style="list-style-type: none"> • To manage liaison with chorister parents. • To maintain the discipline of the choir. • To manage the work of the Assistant Organist, the Music Administrator, the Chaperones and the Harry Coles Organ Scholar; to ensure that all contractual and financial arrangements for these are efficiently conducted; and to lead the annual development review for the Assistant Organist, the Music Administrator, the Lay Clerks and the Chaperones.

	<ul style="list-style-type: none"> • To train and supervise, with the Assistant Organist, the Harry Coles Organ Scholar. • To provide occasional singing training for the clergy and other cathedral officiants. • To oversee, broaden and develop the choice of choral repertoire and take part in the choice of organ repertoire, responding to liturgical context and capacity of the choir, planning to meet agreed deadlines for orders of service, the monthly music sheet and weekly news sheet. • To monitor the music and musical competence of visiting choirs, which are booked through the Music Administrator. • To attend the weekly staff meeting and quarterly breakfast, and to chair the weekly music meeting and the termly lay clerks' meeting. • To attend the Senior Management Team Meetings when required. • To present an annual report to Chapter and to attend Chapter meetings from time to time ie when major matters relating to the music are under discussion. • To manage the Cathedral Choir schedules and planning, taking a lead in producing a suitable programme of concerts, tours, broadcasts, recordings and other similar events in the Cathedral and in the wider community. • To develop Cathedral choir visits to parishes around the Diocese. • To liaise with the Comptroller and Finance Director over budgets and finance, ensuring sound financial management and effective administration of the budget. • To work with existing sources and the Cathedral Fundraiser proactively to raise funds for the Choir. • To have due regard and care for all equipment, robes and music relating to the Choir including, but not limited to, the Cathedral organs and pianos. • To oversee the music library, ensuring that music is catalogued, maintained and purchased. • To create and ensure space for the spiritual development of the Choristers.
<p>Personal development</p>	<p>The post holder is expected to engage fully in continuing professional development, including</p> <ul style="list-style-type: none"> • Regular safeguarding training • Attendance at the annual Cathedral Organists' Association Conference • and taking other appropriate steps to develop his or her professional skills, in consultation with the Canon Precentor.

Person Specification

The Chapter is looking for the following qualities in the new Director of Music:

Essential

- A talented musician who is able to train and inspire both boy and girls choristers to sing to the highest standards.
- Has the musical and personal skills to be able to motivate and enthuse the lay clerks, Assistant Organist and other adults who contribute to music in worship.
- A choral and orchestral conductor of ability and experience, who has worked with both children and adults.
- Is proficient as an organist, particularly as a liturgical accompanist, and ideally with a range of other experience (to FRCO standard or equivalent in experience).
- Has a good understanding and experience of safeguarding best practice in a Church music setting.
- Has knowledge and experience of working in an environment where adhering to policies and procedures for safeguarding children and vulnerable adults is key.
- A person of Christian faith¹ who has a strong commitment to church and cathedral music, with knowledge and experience of the Anglican choral tradition, ideally with some knowledge beyond that which is traditional.
- Is sensitive to the educational and emotional needs of children and young people.
- Has excellent communication and interpersonal skills.
- Has the drive, ambition and ability to recruit both choristers, lay clerks and choral scholars, and who will also retain and motivate them to succeed.
- Has a determination to achieve high standards.
- Understands the importance of learning, and is committed to their own continuing professional development, and of those for whom they are responsible.
- Is able to work imaginatively and creatively, as appropriate.
- Is willing to adopt a flexible work pattern, as required by the nature of the post: sometimes working early or late; occasionally attending at short notice; splitting the working day.
- Will lead with authority, manage with sensitivity and build effective and collaborative relationships both within the Music Department and with the extended Cathedral team.
- Is self-motivated, and able to work independently when required.
- Is a strategic thinker, who has the flexibility to create and respond positively to new opportunities, and the energy to cope with the demands of this prominent and ambassadorial role.

¹ It is a Genuine Occupational Requirement for the Director of Music to be a practising Christian.

	<ul style="list-style-type: none"> • Has an understanding of Anglican liturgy and of the role of music in liturgy; and able to enrich daily worship with music that is appropriate and uplifting. • Has a sense of how the Cathedral's music tradition can adapt and be renewed, and contribute to the Cathedral's wider ministry and mission. • Has administrative competence, including the ability to plan, schedule and work to deadlines; and is competent in both Microsoft Office and MuseScore2 (or a comparable music software package). • Has an eye for detail in checking and proof-reading Orders of Service. • Able to commit to the Cathedral's mission statement, and creatively shape the work of the Music Department around it. <p>Desirable</p> <ul style="list-style-type: none"> • Has previous experience of organising choir tours. • Has previous experience of fundraising for choirs and music foundations. • Has a sense of humour. 								
Terms and conditions									
Salary and housing	<p>The salary is £31,000 per annum plus housing, which is required for the better performance of duties.</p> <p>In exceptional circumstances, and provided that the post holder can show that they can meet the requirements of the post (eg attendance at short notice, early starts and late finishes, splitting the working day), the post holder may be allowed to live in their own accommodation with a salary of £43,000.</p>								
Pension	<p>The post holder will be eligible to join a defined contributions pension scheme managed by the Church Workers Pension Fund. The Cathedral will contribute half of the annual premium of 10% of salary.</p>								
Additional fees	<p>The Director of Music receives a good number of fees for occasional offices and special services. Current rates are:</p> <p><i>Full rate</i></p> <table data-bbox="316 1592 863 1664"> <tr> <td>Director of Music (directing choir)</td> <td>£214</td> </tr> <tr> <td>Organist without Choir</td> <td>£160</td> </tr> </table> <p><i>Rate for diocesan services</i></p> <table data-bbox="316 1715 863 1787"> <tr> <td>Director of Music</td> <td>£203</td> </tr> <tr> <td>Organist without Choir</td> <td>£150</td> </tr> </table> <p>Fees are doubled when the service is recorded or broadcast.</p> <p>It might be possible for the post holder to take on private pupils and to use the Cathedral organ, as long as this does not conflict with other Cathedral bookings.</p>	Director of Music (directing choir)	£214	Organist without Choir	£160	Director of Music	£203	Organist without Choir	£150
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Office accommodation	The Director of Music has a desk and computer in the Cathedral premises, and is expected to work in the office as normal practice, when not in the Song School or the Cathedral.
Working time	<p>The Director of Music is expected to work such hours as the job requires, typically around 35 hours usually spread over five days a week. In keeping with a role of this nature, however, a high level of commitment and flexibility is required. The working hours in term time are more demanding than in the choir holidays, and our expectation is that over the course of a year, the average will be 35 hours per week.</p> <p>Given the requirement to be so flexible, a record should be kept of working hours.</p> <p>On occasion there may be a need for the post holder to work over six days, in which case the post holder may take time off in lieu.</p> <p>It is expected that a regular rest day will be Wednesday.</p> <p>The Chapter wishes the Director of Music to have an appropriate balance between the primary responsibility of the Cathedral and the Cathedral's ministry to the wider church and nation, and the opportunity to pursue outside interests such as examining, conducting, teaching, composing or recital work. It is expected that the post-holder is a musician who enjoys a reputation as a conductor and/or player and who might be called to serve on related committees, such as the RSCM. During term time there will be an allocation of five days maximum per term for external work, taken with the agreement of the Canon Precentor. Request for additional days may only be considered if, in the opinion of the Canon Precentor (acting for the Chapter), the Director of Music will gain useful musical and career experience in the process, and that the Department's workload and output is not compromised.</p>
Holidays	<p>The Director of Music has 25 days holiday each year, plus Bank Holidays (or days in lieu, if there is a work commitment on a Bank Holiday) and an additional day to be taken at Christmas time. Holiday should normally be taken outside choir terms. The basis holiday allowance of 25 days progresses to 30 days each year after ten years' service.</p> <p>The post holder is expected to work on Good Friday and Christmas Day, and is responsible for providing cover for playing the organ for Cathedral services throughout the year whilst away from the Cathedral.</p> <p>All holidays are arranged in consultation with the Canon Precentor, and in co-ordination with the Assistant Organist and the Harry Coles Organ Scholar. Essentially, all days must be covered between the Director of Music and the Assistant Organist, between them.</p> <p>During choir holidays, and except periods of official leave, the Music Department should give sufficient time to administration, forward planning and meetings, to ensure the continuity of the Cathedral's year-round musical and worshipping life. Specifically, the Director of Music will ensure that there is a member of staff available for any specific duties during choir holidays, providing cover for emergencies, and oversight of visiting choirs and organists.</p>
Expenses	Agreed working expenses are reimbursed in full, upon the production of receipts.
Disclosure and Barring Service (DBS) check	The appointment is subject to a satisfactory enhanced check from the Disclosure and Barring Service.

Probationary period	The appointment is also subject to a probationary period of six months, during which either party may give one week's written notice.																														
Notice period	Six months notice is required after the conclusion of the Probationary Period.																														
Appointment Process																															
	<p>Deadline for applications – 1 February 2019</p> <p>Each shortlisted candidate will be interviewed over the course of a single day; interviewing will take place on two different dates: Thursday 28 February and Monday 4 March 2019</p>																														
Further information																															
Regular schedule of services with organ or choir	<p>The Cathedral Choir sings during term time and has the normal holidays coinciding as closely as possible with those of the schools from which the choristers come.</p> <table border="0"> <tr> <td>Sundays</td> <td>11.00am</td> <td>Choral Eucharist¹</td> </tr> <tr> <td></td> <td>3.00pm</td> <td>Choral Evensong¹</td> </tr> <tr> <td></td> <td>6.00pm²</td> <td>Traditional Rite Eucharist (Usually a visiting choir)</td> </tr> <tr> <td></td> <td></td> <td>Service of Light (Currently a small choir and music group led by the Succentor)</td> </tr> <tr> <td></td> <td></td> <td>Service of Wholeness and Healing (Organist)</td> </tr> <tr> <td></td> <td></td> <td>Compline and Eucharistic Devotions (Merbecke Choir)</td> </tr> <tr> <td>Mondays</td> <td>5.30pm</td> <td>Choral Evensong (Girls and lay clerks)</td> </tr> <tr> <td>Tuesdays</td> <td>5.30pm</td> <td>Choral Evensong (Boys and lay clerks)</td> </tr> <tr> <td>Thursdays</td> <td>5.30pm</td> <td>Choral Evensong (Girls, alternate weeks)</td> </tr> <tr> <td>Fridays</td> <td>5.30pm</td> <td>Choral Evensong (Alternating lay clerks / boys and lay clerks)</td> </tr> </table> <ol style="list-style-type: none"> Usually boys and lay clerks; girls and lay clerks once a term. The Great Choir (girls, boys and lay clerks) sings at principal feasts: Christmas, Easter and Pentecost. Although some of these services are currently covered by other musicians, the Cathedral organists may be required to cover any of the 6.00 pm services, at any time of the year. <p>There are additional services on major festivals and on important diocesan occasions. The Thursday Singers usually sing a Choral Eucharist on one festival a term, on a weekday lunchtime.</p> <p>Southwark Cathedral hosts the consecrations of bishops, at which the Cathedral Choir sings; an organist is required for Diocesan Confirmations, which are on Saturday afternoons, three times a year; and there are also occasional offices many of which require an organist, and sometimes a choir.</p>	Sundays	11.00am	Choral Eucharist ¹		3.00pm	Choral Evensong ¹		6.00pm ²	Traditional Rite Eucharist (Usually a visiting choir)			Service of Light (Currently a small choir and music group led by the Succentor)			Service of Wholeness and Healing (Organist)			Compline and Eucharistic Devotions (Merbecke Choir)	Mondays	5.30pm	Choral Evensong (Girls and lay clerks)	Tuesdays	5.30pm	Choral Evensong (Boys and lay clerks)	Thursdays	5.30pm	Choral Evensong (Girls, alternate weeks)	Fridays	5.30pm	Choral Evensong (Alternating lay clerks / boys and lay clerks)
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<p>The weekly rehearsal schedule</p>	<p>Sundays 9.30am 10.00 – 10.45am Boys' Full</p> <p>(Choir Lunch is at 1.00)</p> <p>2.00pm Boys' 2.15 – 2.45pm Full</p> <p>Mondays 4.30 – 6.00pm Boys individual Singing Lessons 4.30 – 5.00pm Girls rehearsal 5.00 – 5.30pm Full</p> <p>Tuesdays 4.30 – 5.10pm Boys 5.10 – 5.30pm Full 6.15 – 6.30pm lay clerks if necessary</p> <p>Thursdays 1.00 – 1.30pm Thursday Singers 4.20 – 5.15pm Probationers 4.30 – 5.30pm Girls' rehearsal 7.00 – 8.30pm Merbecke Choir</p> <p>Fridays 4.30 – 5.30pm Boys 5.10 – 5.30pm Lay clerks or Full</p> <p>I. Or girls, once a term.</p>
<p>Further information</p>	<p>Please see the Cathedral website (https://cathedral.southwark.anglican.org/) for further information, including the following:</p> <p>Cathedral Organs The current music list Forthcoming recitals</p>
<p>Attachments</p>	<p>Southwark Cathedral Application Form</p>