

SOUTHWARK

◆ CATHEDRAL ◆

Sub-Organist & Assistant Director of Music Job Description – November 2022

Title of post	
	Sub-Organist & Assistant Director of Music (Permanent, Full-Time)
Introduction	
Mission Statement	<p>Southwark Cathedral is 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> <p>to the Living God we know in Jesus Christ.</p>
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. 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>

The Music

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.

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.'

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.

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. The lower voices consist of six professional lay clerks

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.

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 Merbecke Choir is now around 25-30 singers, mostly in their twenties and thirties who sing a wide range of music. The Merbecke Choir is directed by Emily Elias.

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. 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.

The Role Description	
Key relationships	The post holder is directly responsible to the Organist & Director of Music, who is the Sub-Organist & Assistant Director of Music's line-manager. The Sub-Organist & Assistant Director of Music will also work closely with the Precentor, the Assistant Organist & Music Administrator, Succentor, choir chaperones, chorister parents and visiting choirs.
Overall purpose	To contribute to the mission and ministry of Southwark Cathedral by maintaining and developing standards of musical excellence in the Cathedral's worship.
Duties and responsibilities	<p>With the Organist & Director of Music, and under their direction...</p> <p>Organ Playing</p> <ul style="list-style-type: none"> • To play the organ for the Cathedral's regular services as principal accompanist to the Cathedral Choir. • To accompany the Cathedral Choir in services and rehearsals, recordings, broadcasts and concerts (including playing orchestral continuo from time to time as appropriate). • To accompany the Cathedral's many special services in a way which engages the wide range of people and institutions who come to Southwark Cathedral. • To take a share in the organ-playing duties for visiting choirs in conjunction with the Assistant Organist & Music Administrator (usually outside of Choir terms), to ensure the maintenance of the Cathedral's high standards. • To engage in the Cathedral's programme of organ recitals, and to play solos in other concerts and projects as required. <p>Direction of the Cathedral Choir and music</p> <ul style="list-style-type: none"> • To act as the principal musical assistant to the Organist & Director of Music in all aspects of his work and the musical life of the Cathedral. • To assist in the training and direction of the Choristers and Lay Clerks of the Cathedral Choir. • To act as the principal deputy director of the Cathedral Choir, taking rehearsals and directing as required. • To take a leading role in the induction, training and care of the junior choristers (Probationers) including associated administration. • To assist in the recruitment of Choristers and Lay Clerks, in accordance with Cathedral policies and procedures. • To take an active role in the provision of community and volunteer singing including the Thursday Singers.

External relationships and Outreach

- To be proactive in promoting Southwark Cathedral as a centre of musical excellence within the diocese and nationally.
- To assist in maintaining and developing relationships with and beyond the cathedral community, especially with the RSCM and the diocese.
- To participate in choir tours, taking a leading role in their planning and promotion.
- To actively participate in chorister recruitment events and audition days.

Administration

- To play a full part in the administrative work of the department. To assist the Organist & Director of Music with administration including correspondence and acting as a point of contact. To attend staff meetings and the termly lay clerks' meeting.
- To help monitor the music and musical competence of visiting choirs. To assist with the visiting choir programme and related correspondence.
- To provide administrative support for recruitment of singers, including booking singers when required and arranging for payment.
- To assist the Organist & Director of Music in producing the termly choir schedules and rotas and arranging payments for choristers and lay clerks.
- To assist in the co-ordination of the Monday recital series in consultation with the Organist & Director of Music. Occasionally to give an organ recital as part of the Cathedral's regular Monday lunchtime recital series.
- To act as choir chaperone when required (including weekly choir lunch on Sundays during term time) and to assist the Organist & Director of Music in managing the team of choir chaperones.

Specific areas of responsibility

It is anticipated that the Sub-Organist & Assistant Director of Music will have specific areas of responsibility within the department. These are at the discretion of the Organist & Director of Music and may include:

- To oversee and co-ordinate the training and development of the junior choristers (Probationers), including writing reports and managing correspondence with parents from time to time.
- To co-ordinate the duty rotas for playing for services, and generally overseeing the organ repertory as published in the music lists and service papers.
- To take a leading role in Diocesan Outreach including Cathedral Choir visits to parishes around the Diocese, and Diocesan Music events at Southwark Cathedral.
- To take a key role supporting fundraising initiatives around the creation of a new choral foundation.

<p>Person Specification</p>	<ul style="list-style-type: none"> • Is an outstanding organist, both as a soloist and accompanist, to FRCO standard or equivalent in experience. • Is a choral conductor of ability and experience, who has worked with both children and adults. • Has some understanding and experience of safeguarding best practice in a Church music setting. • Has some knowledge and experience of working in an environment where adhering to policies and procedures for safeguarding children and vulnerable adults is key. • Will support the Organist & Director of Music in the provision of music department administration with efficiency and build effective and collaborative relationships both within the Music Department and with the extended Cathedral team. • A person who has a strong commitment to church and cathedral music, with knowledge and experience of the Anglican choral tradition, who is able to understand how this is interpreted in the context of faith and spirituality. • Is sensitive to the educational and emotional needs of children and young people. • Has excellent communication and interpersonal skills. • Has a determination to achieve high standards. • Is able to work imaginatively and creatively. • 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. • Is self-motivated, and able to work independently when required. • Has the flexibility to create and respond positively to new opportunities, and the energy to cope with the demands of this role. • Has an understanding of Anglican liturgy and of the role of music in liturgy; and is able to enrich daily worship with music that is appropriate. • 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. • Is able to commit to the Cathedral's mission statement, and to help creatively shape the work of the Music Department around it.
<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"> • Safeguarding training • Taking appropriate steps to develop his or her professional skills, in consultation with the Organist & Director of Music.

Terms and conditions	
Timescale	The post starts on 1 November 2022 or as soon as possible thereafter before 1 January 2023.
Salary	The salary is £21,000 per annum and is reviewed in January each year. Additional fees are payable for weddings, baptisms, special services and other events.
Housing	Rent-free housing is provided for the better performance of duties.
Pension	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.
Office accommodation	The Sub-Organist & Assistant Director of Music is provided with a desk and computer in the Cathedral premises.
Use of the Cathedral Organ	The Sub-Organist & Assistant Director of Music may use the Cathedral organ for her/his own practice, as long as this does not conflict with other Cathedral bookings.
Working time	<p>The Sub-Organist & Assistant Director of Music is expected to work such hours as the job requires, typically an average of 35 hours per 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. The Sub-Organist & Assistant Director of Music will be required for services and rehearsals as set out on page 7. It is expected that a regular rest day will be Wednesday.</p> <p>In addition to the schedule of rehearsals and services on page 7, the Sub-Organist & Assistant Director of Music will be required in the cathedral office during the following hours each week:</p> <p>Monday: 10.30am – 12.30pm, 1.30pm – 3.30pm Tuesday: 10.30am – 12.30pm, 1.30pm – 3.30pm Thursday: 10.30am – 12.30pm, 1.30pm – 3.30pm Friday: 10.30am – 12.30pm, 1.30pm – 3.30pm</p>
Holidays	<p>The Sub-Organist & Assistant 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). All holidays are arranged in consultation with the Organist & Director of Music, and in co-ordination with the Assistant Organist & Music Administrator. Essentially, all days must be covered between the Assistant Organist & Music Administrator and the Sub-Organist & Assistant Director of Music, between them.</p> <p>During choir holidays the Sub-Organist & Assistant Director of Music 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 Sub-Organist & Assistant Director of Music will be available for specific duties during choir holidays (and more specifically to play the organ for up to four Sundays during July/August if required), 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.
Probation period	There will be a probationary period of six months.
Appraisal	The Sub-Organist & Assistant Director of Music is expected to participate in the Cathedral's staff appraisal scheme.
Notice period	Three month's notice is required.

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> <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>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> <p>1. Boys and lay clerks; girls and lay clerks once a term. The Great Choir (girls, boys and men) sings at principal feasts: Christmas and Easter.</p> <p>There are additional services on major festivals and on important diocesan occasions. 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	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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The weekly rehearsal schedule	<table> <tr> <td>Sundays</td> <td>9.20am</td> <td>Boys¹</td> </tr> <tr> <td></td> <td>10.00 – 10.45am</td> <td>Full</td> </tr> <tr> <td></td> <td colspan="2">(Choir Lunch is at 12.45)</td> </tr> <tr> <td></td> <td>1.20pm</td> <td>Boys¹</td> </tr> <tr> <td></td> <td>2.15 – 2.45pm</td> <td>Full</td> </tr> <tr> <td>Mondays</td> <td>4.30 – 6.00pm</td> <td>Boys individual Singing Lessons</td> </tr> <tr> <td></td> <td>4.30 – 5.00pm</td> <td>Girls rehearsal</td> </tr> <tr> <td></td> <td>5.00 – 5.30pm</td> <td>Full</td> </tr> <tr> <td>Tuesdays</td> <td>4.20 – 5.00pm</td> <td>Probationers (Girls)</td> </tr> <tr> <td></td> <td>4.30 – 5.00pm</td> <td>Boys</td> </tr> <tr> <td></td> <td>5.00 – 5.30pm</td> <td>Full</td> </tr> <tr> <td></td> <td>6.15 – 6.30pm</td> <td>Lay clerks if necessary</td> </tr> <tr> <td></td> <td>7.00 – 8.30pm</td> <td>Merbecke Choir</td> </tr> </table>	Sundays	9.20am	Boys ¹		10.00 – 10.45am	Full		(Choir Lunch is at 12.45)			1.20pm	Boys ¹		2.15 – 2.45pm	Full	Mondays	4.30 – 6.00pm	Boys individual Singing Lessons		4.30 – 5.00pm	Girls rehearsal		5.00 – 5.30pm	Full	Tuesdays	4.20 – 5.00pm	Probationers (Girls)		4.30 – 5.00pm	Boys		5.00 – 5.30pm	Full		6.15 – 6.30pm	Lay clerks if necessary		7.00 – 8.30pm	Merbecke Choir
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Applications	<p>Applications, with a letter explaining why you are applying for the position, a <i>curriculum vitae</i> and names and addresses of two referees should be sent to: Marie Tims, Dean's PA, Southwark Cathedral, London Bridge, London SE1 9DA or by email to marie.tims@southwark.anglican.org</p> <p>Deadline for receipt of applications is 12 noon on Saturday 16 July 2022.</p> <p>Interviews and auditions will take place on Monday 25 July 2022.</p> <p>The person appointed will be required to undertake a DBS check in accordance with the Cathedral's Safeguarding Policy.</p>