

Director of Music

Job Description

Introduction	<p>The Chapter of Southwark Cathedral wishes to appoint a Director of Music to build on the legacy of musical excellence established by Ian Keatley, and to reach beyond it to engage those who are not currently part of our worshipping life.</p>
Mission Statement	<p>Southwark Cathedral seeks to make space for Love with heart, mind and soul</p> <p>Our Vision</p> <ul style="list-style-type: none"> • Rooted in Christian faith, to be a place of hospitality, exploration, imagination, and kindness. We will be a Cathedral that rejoices in making space for all people to flourish and grow, in heart, mind, and soul. • To keep the heart healthy in London by a commitment to social justice, upholding the human dignity of all people and of every age. • To help people both live faithfully and think critically, being a place of learning and discovery. • To be a school for the soul, a place for enrichment of the inner life through prayer, our Cathedral building, music and the arts, and community. <p>Our Values</p> <ul style="list-style-type: none"> • Integrity aligning life & faith so who we are is evident in all we do • Kindness sharing active love, that all may flourish • Justice striving for equity in all things, for all people • Courage upholding these values, we will venture out to challenge and be challenged, to learn and grow. • Creativity: seeking to convey the beauty of God in ways beyond words
Introduction to Southwark Cathedral	<p>Set on the south bank of the River Thames, in one of the most vibrant and diverse communities in London, this building has been a constant witness in a place of change. The first church was built on this site around the year 606. First a convent, then a monastery, it became in 1106 the Augustinian Priory of St Mary Overie ('over-the-river'). Along with Westminster Abbey and St Bartholomew the Great in Smithfield, it is one of the three remaining great monastic churches of London.</p> <p>At the Reformation, the Priory became a parish church, and it remains so for the people of Bankside. In 1905, as South London was rapidly expanding, the church was consecrated as the Cathedral for the new Diocese of Southwark. The Cathedral has a momentous and significant history and has had links with many famous and influential figures, including St Thomas Becket, Geoffrey Chaucer, William Shakespeare, and Charles Dickens. It has also been a Cathedral for those on the edges of faith or society, with its welcome extending to all in their beautiful, God-given diversity.</p> <p>Our Christian faith is reflected in our vision to 'make space for love: with heart, mind, and soul.' Faith requires us to stand up for social justice, to act with integrity and kindness, and to support</p>

	<p>the vulnerable and oppressed. It challenges our thinking, encouraging us to be enquiring, honest, and generous. Faith also seeks to deepen our inner lives through the arts, creativity, and the shared life of our community, as well as through learning the arts of prayer and attention. In Jesus Christ, we see the human face of God, and our faith in him is our joy and our life.</p> <p>Today, Southwark Cathedral continues to serve its parish and diocese, which stretches from Kingston to Thamesmead and from the Thames to Gatwick. It remains a lively, inclusive space, hosting events and services for both the Church and wider society. Working here means honouring this rich heritage, contributing to a vital present, and building a hopeful future, where faith and community come together in one of London's most historic and captivating areas.</p>
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The Music

History

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 church.

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. This choir has developed and thrived, and we are keen to see it taking a more regular place in Sunday worship. Those weeks when the "Cathedral Great Choir" sings are a musical highlight, but we recognise how important it is to retain the distinctive sounds that boys' and girls' voices bring, and to continue to offer a space for boys to discover the joy of singing.

The back row is currently filled by six professional lay clerks, though there might be scope to develop a programme for choral scholars to sing alongside them. Our choirs sing regular choral services throughout the week and are thus able to minister in a unique way to the people in South London. Post-pandemic, we have yet to re-establish tours but are keen to include these in our future plans, and there has been considerable fundraising to enable this.

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. Directed by Emily Elias, the choir now numbers around 25-30 singers, mostly in their twenties and thirties who sing a wide range of music to a high standard, leading sung Compline and Benediction once a month, as well as contributing to other worship beyond the regular liturgical programme.

The non-auditioned Community Choir is directed by the Director of Music, and is made up of people, mostly from the Sunday congregation, who simply enjoy singing. They offer an Evensong at regular points in the cathedral year, but in the past have been more active, and would benefit from a fresh approach and an active recruitment drive.

Today

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 wellbeing and safety of the Choirs is the first priority of all staff in the department.

We employ a choir chaperone and work closely with the Cathedral Safeguarding Officers to ensure that all our choristers feel safe and happy here.

	<p>Aspirations</p> <p>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. • Enable the diverse culture of our diocese to be seen and heard in the cathedral's music-making • Review the balance and distribution of girls and boys choristers singing. • Establish a partnership programme with local schools, building solid relationships and welcoming them to regular singing events at the Cathedral • Shape our musical offering to complement particular programming seasons, so that our music becomes a core component of our overall messaging • Nurture the next generations of church musicians by restoring an organ scholarship and exploring the possibility of choral scholarships (particularly but not exclusively for former choristers) • Develop a good vocal training programme for choristers • Introduce space for the spiritual development of the choristers.
Instruments	<p>Southwark Cathedral’s main organ was built by T.C. Lewis in 1897. It was restored by Willis & Son in 1952, and again by Harrison & Harrison in 1991. Subsequent work to the console has also taken place, and the organ remains in the care of Harrison & Harrison. The Cathedral also owns a Chamber Organ, built by Justin Sillman, and this is often used in the Quire and Retrochoir. There is a Yamaha grand piano in the nave, a Steinway grand piano in the Song School and an upright electronic piano for rehearsals in the Education Centre. For special occasions the Cathedral supports the addition of extra instruments, such as brass and timpani.</p>
Role Description	
Key relationships	<p>The Director of Music is responsible to the Canon Precentor.</p> <p>The post holder will work closely with both the Canon Precentor, the Succentor and the Liturgical Administrator.</p> <p>This post holder is currently the line manager of the following staff:</p> <ul style="list-style-type: none"> • Sub Organist and Assistant Director of Music • Assistant Organist and Music Administrator • Director of the Merbecke Choir • Lay Clerks • Choir Chaperone
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.
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	<ul style="list-style-type: none"> • To develop and update where necessary 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. • 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. • To creatively 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.
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Detailed responsibilities	<ul style="list-style-type: none">• With the organists 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 and lay clerks.• To work with the Canon Precentor and others in offering appropriate pastoral care to choristers and lay clerks.• To manage liaison with chorister parents.• To maintain the discipline of the choir.• To manage the work of the Sub Organist, Assistant Organist and the Chaperone to ensure that all contractual and financial arrangements for these are efficiently conducted; and to lead the annual development review for the Sub Organist, the Assistant Organist, the Lay Clerks and the Chaperone.
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	<ul style="list-style-type: none"> • 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 service sheet and weekly news sheet. • To monitor the music and musical competence of visiting choirs, which are booked through the Assistant Organist & Music Administrator. • To attend regular staff meetings and Head of Department meetings and build positive collegial relationships with other departments, ensuring that the music department is represented at diary and programming meetings • To attend the Senior Leadership Team Meetings when required (at least twice a year). • To present an annual report to Chapter and to attend Chapter meetings from time to time i.e. 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 and elsewhere when appropriate, to cement relationships with the wider community, while also welcoming singers and musicians from the wider diocese to events at the Cathedral • To liaise with the COO and CFO 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 girl choristers to sing to the highest standards.
- A strongly relational person, who actively enjoys working with children and adults and is keen to build relationships across the cathedral communities
- The musical and personal skills to be able to motivate and enthuse the lay clerks, organists 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.
- A good understanding and experience of and commitment to safeguarding best practice in a Church music setting.
- Knowledge and experience of working in an environment where adhering to policies and procedures for safeguarding children and vulnerable adults is key.
- A person sympathetic to Christian faith 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.
- Sensitive to the educational and emotional needs of children and young people, with real commitment to teaching and nurturing fresh talent.
- Excellent communication and interpersonal skills.
- With the drive, ambition and ability to recruit both choristers, lay clerks and (potentially) choral scholars, and who will also retain and motivate them to succeed.
- Has a determination to achieve high standards, but the courage to take risks to ensure the musical offering does not get tired, understanding that sometimes “good enough” is best.
- Understanding the importance of learning, and committed to their own continuing professional development, and that 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.

	<ul style="list-style-type: none"> • 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. • 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 to the whole context, uplifting but accessible. • 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 an appropriate music software package. • Has an eye for detail in checking and proof-reading. • Is able to commit to the Cathedral's mission statement, and creatively shape the work of the Music Department around it. • An excellent sense of humour is essential for survival!
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	<p><i>Desirable</i></p> <ul style="list-style-type: none"> • A proficient organist, comfortable as a liturgical accompanist. • Has previous experience of organising choir tours. • Has previous experience of fundraising for choirs and music foundations. • Is calm under fire
Terms and conditions	

Salary	The salary is £55,000 per annum plus fees
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.
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> <p>Director of Music (directing choir) £258</p> <p>Organist without Choir £191</p> <p><i>Rate for diocesan services</i></p> <p>Director of Music £243</p> <p>Organist without Choir £180</p> <p>Fees are doubled when a special service is recorded or broadcast. The main cathedral Eucharist and other key services through the year are routinely broadcast</p> <p>While it might be possible for the post holder to take on private pupils and to use the Cathedral organ, a very full cathedral programme means that it is hard to avoid conflict with other Cathedral bookings.</p>
Office accommodation	<ul style="list-style-type: none"> The Director of Music will be based in the Music & Liturgy office in the main Cathedral office, when not working in the Cathedral itself or the Song School. <p>Some flexibility is possible by arrangement with the Precentor.</p>

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. We recognise that the opportunity to pursue outside interests such as examining, conducting, teaching, composing or recital work may be important, and we would wish to enable this as far as possible. Previous post-holders have enjoyed an allocation of five days maximum per term for external work, taken with the agreement of the Canon Precentor, and we would be open to a request to return to this pattern going forward. A 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 standard annual leave entitlement of 25 days per annum (pro-rata) rises to 30 days per annum after 10 years continuous service at the Cathedral. In addition, the Director of Music is entitled to take Bank Holidays (or days in lieu, if there is a work commitment on a Bank Holiday) and an additional day at Christmas time.</p> <p>Holiday should normally be taken outside choir terms. The basic 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.</p> <p>All holidays are arranged in consultation with the Canon Precentor, and in co-ordination with the Organists. Essentially, all days must be covered between the Director of Music and the Organists between them.</p> <p>During choir holidays, and except in 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	<p>Agreed working expenses are reimbursed in full, upon the production of receipts.</p>
Disclosure and Barring Service (DBS) check	<p>The appointment is subject to a satisfactory enhanced check from the Disclosure and Barring Service.</p>

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 – 6th January 2025</p> <p>Application is by CV and covering letter, outlining your reasons for applying and how your experience makes you a suitable candidate for the post.</p> <p>The process may involve an initial online conversation. There will then be an assessment day for the shortlisted candidates, which will involve an opportunity to work with the choir as well as formal interviews. It is expected interviews will take place on 5th February</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>6.00pm (monthly)</td> <td>Compline and Benediction (Merbecke Choir)²</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 (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 & lay clerks)</td> </tr> </table> <p>1. Usually boys and lay clerks; girls and lay clerks once a half term. The Great Choir (girls, boys and lay clerks) sings at principal feasts: Christmas, Easter and Pentecost.</p> <p>2. Although the majority of these services are currently covered by other musicians, the Cathedral organists may be required to cover any of the 6.00pm services, at any time of the year.</p> <p>There are additional services on major festivals and on important diocesan occasions. The Community Choir usually sings one Choral Evensong each term.</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. A choir of adult professionals (the Cathedral Consort) sings for additional daytime services – occasional offices</p>	Sundays	11.00am	Choral Eucharist ¹		3.00pm	Choral Evensong ¹		6.00pm (monthly)	Compline and Benediction (Merbecke Choir) ²	Mondays	5.30pm	Choral Evensong (Girls and lay clerks)	Tuesdays	5.30pm	Choral Evensong (Lay clerks)	Thursdays	5.30pm	Choral Evensong (Girls, alternate weeks)	Fridays	5.30pm	Choral Evensong (alternating lay clerks / boys & lay clerks)
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<p>The weekly rehearsal schedule</p>	<p>SUNDAYS (normally boys, occasionally girls) 9.15am Chorister rehearsal 10.00am Full rehearsal 11.00am Choral Eucharist 12.15pm Choristers' break and lunch 1.15pm Chorister rehearsal 2.10pm Full rehearsal 3pm Evensong</p> <p>MONDAYS [1.20pm organ recital] 4.15pm Girl chorister rehearsal 5.00pm Full rehearsal 5.30pm Evensong (girls and lay clerks)</p> <p>TUESDAYS 4.15-5.15pm Girl probationers' rehearsal 4.15pm Boy chorister rehearsal (ends 6.15pm when no Evensong) 5.00pm Full rehearsal 5.30pm Evensong (boys and lay clerks, or just lay clerks)</p> <p>WEDNESDAYS Departmental day off</p> <p>THURSDAYS 1-1.45pm Cathedral Community Choir rehearsal (monthly) 4.15-5.15pm Boy probationers' rehearsal 4.15pm Girl chorister rehearsal (ends 6.15pm when no Evensong) 5.30pm Evensong (girls - occasional)</p> <p>FRIDAYS 4.15pm Boy chorister rehearsal (ends 6.15pm when no Evensong) 5.00pm Full rehearsal 5.30pm Evensong (boys and lay clerks, or just lay clerks)</p> <p>SATURDAYS Normally free of duties</p>
<p>Further information</p>	<p>Please see the Cathedral website (https://cathedral.southwark.anglican.org) for further information, including the following:</p> <p style="text-align: center;">Cathedral Organs The current music list Forthcoming recitals</p>
	<p>November 2025</p>