

Job Description

Job Title: Music Department Operations Officer

Department: Music

Line Manager: Director of Music

The job description is an operational document that does not form part of the contract of employment.

It may be that from time to time an individual is expected to perform tasks that may not be expressly in the job description but are nonetheless necessary in the day to day performance of their duties.

St Paul's Cathedral reserves the right to amend the job description as may from time to time be necessary to meet the changing needs of the organisation.

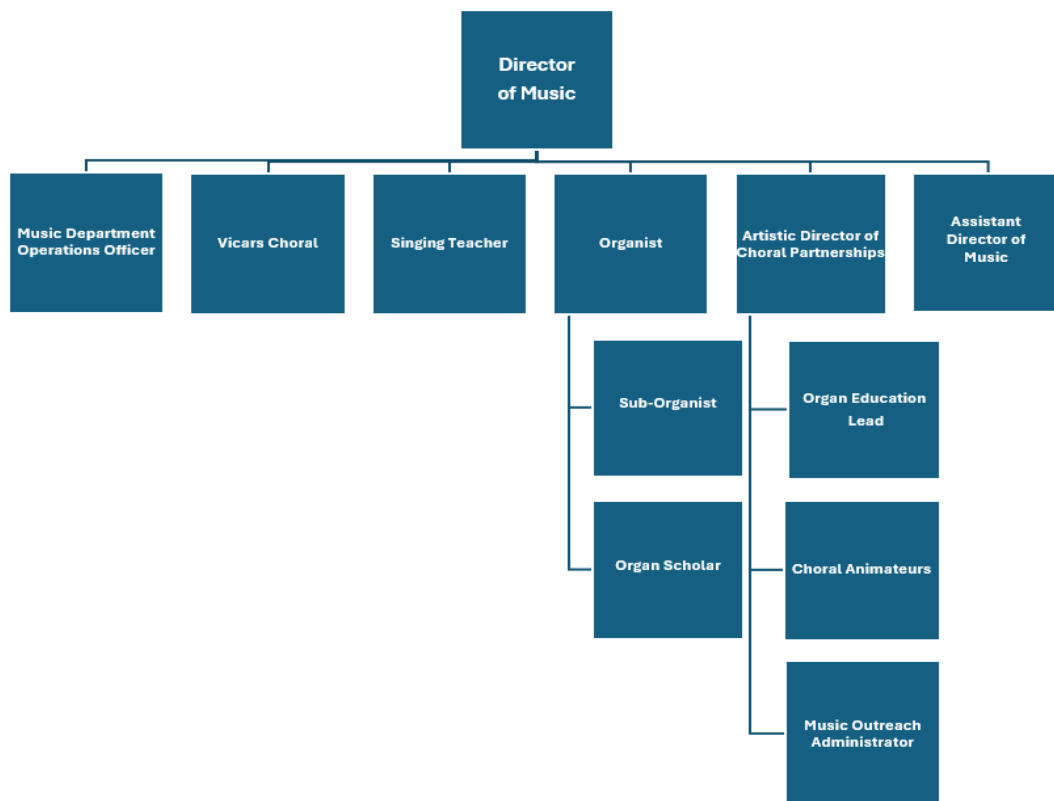
The Music Department

Worship, liturgy and music are central to the life of St Paul's Cathedral, whose core purpose is to advance the Christian religion in accordance with the faith and practice of the Church of England.

The Cathedral Choir currently consists of a top line of Choristers and a team of 12 Vicars Choral. Through the ambitious Girls Voices Programme, which was launched in September 2023, the Cathedral are aiming to create the world's largest and busiest choral programme, with two top lines, one of girls and one of boys, working separately but coming together for various important or historic services and events.

Music is one of four departments (alongside Liturgy, Virgers and Special Events) which fall under the Precentor's Directorate. The Precentor is a member of the Executive Leadership Team and is also a Chapter member with responsibility for this area of work.

Department Structure



Purpose of the Job

To provide high level administrative and operational support to the Music Department, contributing to the smooth running of daily choral worship and supporting the Director of Music in delivering the Cathedral's musical programme. The role involves coordination across departments, liaison with external stakeholders, and a commitment to safeguarding and excellence in service delivery

Key Responsibilities

I. Support for Daily Choral Worship

- Contribute to the administrative framework that underpins the Cathedral's daily choral worship, supporting its consistent and high-quality delivery.
- Coordinate music department schedules, resources, and communications to ensure services run smoothly.
- Liaise with the Virgers, Liturgy, and Events teams to align musical planning with Cathedral operations.

2. PA Duties

- Provide comprehensive diary management and scheduling support to the Director of Music, exercising discretion and judgment to balance competing priorities, manage last-minute changes, and ensure efficient use of time.
- Assist with correspondence, meeting preparation, and follow-up actions as and where required.
- Maintain confidentiality and handle sensitive information with integrity and discretion.

3. General Departmental Administration

- Manage general and specific email correspondence for the Music Department.
- Make decisions on day-to-day routine departmental administrative matters, escalating complex issues where appropriate.
- Maintain departmental records, databases, and filing systems.
- Order music scores and materials as required.
- Coordinate auditions and re-auditions for Cathedral Chorus.
- Liaise with HR to support the administration and onboarding of new department staff

4. Event & Project Coordination

- Providing administrative support for the coordination of special services, concerts, recordings, and external events involving Cathedral musicians including celebrity organ recitals.
- Book orchestras, instrumentalists, and additional singers as needed.
- Arrange Child Performance Licences and BOPAs in accordance with legal requirements.
- Support the planning and logistics of choir tours and external engagements.
- Liaise with composers commissioned by the Cathedral.

5. Finance & Payroll

- Provide administrative support with the planning of the Music Department budget supporting the Director of Music and liaising with the Cathedral Finance team as and when required.
- Monitor departmental expenditure and ensure financial processes are followed - including the timely submission and accurate processing of invoices through XLedger.
- Liaising with the BBC and other external promoters over fees.
- Collate and submit monthly departmental data to payroll for processing including additional payments for special services, the payment of deputy singers etc.

6. Stakeholder Engagement

- Coordinate visits from professionals and observers of the Cathedral Choir.
- Represent the Music Department at Cathedral meetings such as the weekly Diary Meeting and monthly Events Committee.
- Maintain strong relationships with internal departments including Liturgy, Events, Virgers, Property, Marketing & Communications and HR.

7. Safeguarding

- Expected to share in St Paul's Cathedral's commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults
- Expected to adhere to Cathedral Safeguarding Policies and willing to attend Safeguarding training and report any Safeguarding concerns through appropriate channels

Person Specification

Essential

- Extensive experience in high-level administration.
- Diary management experience - managing complex schedules and resolving competing priorities with confidence and tact.
- Excellent interpersonal and communication skills, both written and spoken.
- Experience in providing administrative support for financial planning and budget monitoring, including invoice processing and liaison with finance teams.
- Ability to work independently, prioritise tasks, and make decisions.
- Proficiency in Microsoft Office.
- Strong organisational skills and attention to detail.
- Ability to manage multiple tasks under pressure.
- Flexible and proactive approach to work.

Desirable

- Familiarity with classical music and choral traditions.
- Experience working in a cultural, educational, or ecclesiastical setting.
- Knowledge of child performance licensing and music industry logistics.