



## Appointment of Assistant Organist and Assistant Director of Music



The Chapter Office  
8 College Yard  
Worcester  
WR1 2LA

## Dear Candidate

Thank you for your interest in the role of Assistant Organist and Assistant Director of Music at Worcester Cathedral. This role has become vacant as our long standing current postholder is moving on to a new and exciting role. We are therefore looking to recruit a successor, who can work alongside our Director of Music to lead and develop the widely respected music team at Worcester Cathedral.

We do hope you will read the enclosed information and if you feel this is the right post for you, to decide to make an application.

## Introduction

We are proud of our choral tradition at Worcester Cathedral and the quality of the music we achieve through our investment in this important element of the Cathedral's vision and mission.

The Cathedral's music is widely known and appreciated both in the City of Worcester and wider across the County and Area. The Three Choirs Festival, which is the pre-eminent and oldest choral festival in the world, at 303 years, is an opportunity for the Cathedral to host this event on a tri-annual cycle, as well as play a full and active contribution to the years it is hosted in Hereford and Gloucester. The post holder will also contribute to the choral tradition in Worcester, through the Worcester Festival Choral Society, a comprehensive programme of recitals and musical events in the Cathedral and in ensuring the music at Worcester Cathedral is both known and appreciated by a wider audience. You will also be part of achieving the Cathedral's vision and mission for 'Renewal and Development', which can be found on our website.



**Worcester Cathedral is a living Christian community in which music plays a central part. It is central in our worship, as it has been since the time of the monks. It is central in mission, as many are drawn to the cathedral on account of its musical tradition. It is central in our engagement with the wider community – in the city, the county, the diocese, and indeed internationally. Music plays a central part too in our work with schools, through the Cathedral's education department and in our partnership with King's. We look forward to welcoming a new Assistant Director of Music to the Cathedral, and assure her or him that they will have an enjoyable and rewarding role here at Worcester.**

**The Very Reverend Peter Atkinson, Dean of Worcester**

## Worcester Cathedral

Worcester is a beautiful City, with the renowned River Severn flowing through its City and having a wealth of history and heritage that attracts visitors from all over the world. It is known as being the 'happiest City' in the Country and has a good range of schools, cultural facilities and is in easy reach of the larger conurbation of the West Midlands. The Cathedral is one of the iconic and most well known sites in the City.

The Diocese of Worcester was created in 680. Bishop Oswald (961) founded a Benedictine monastic community attached to its Cathedral. Bishop Wulfstan (1062) survived the Norman conquest and began rebuilding the Cathedral in 1084. King John was among its later benefactors and asked to be buried within it. Prince Arthur, eldest son of Henry VII, is also buried in the Cathedral. However when his brother, Henry VIII, dissolved the monasteries, the shrines of Oswald and Wulfstan were destroyed and the Cathedral was refounded with the constitution of a Dean and Chapter. The King's School was also founded at this time, and continues to educate the boy choristers. The Cathedral suffered further damage during the Civil War and its organist Thomas Tomkins, like many of his contemporaries, was summarily removed from office by the Puritans. The Cathedral was extensively restored during Victoria's reign and a major project of restoration started in 1988 was completed in 2015. The Gerontius window celebrates the life and work of Edward Elgar, who both played and conducted in the Cathedral and was a lifelong friend of its organist Ivor Atkins, himself the longest-serving organist in its history. The Elgar Society attends Evensong annually in June.

The earliest recorded organist of Worcester Cathedral was Thomas the Organist (1240). Distinguished organists who have served the Cathedral more recently include Hugh Blair, David Willcocks, Douglas Guest, Christopher Robinson, Donald Hunt and Adrian Lucas. Assistant organists who have gone on to work in other cathedrals include Harry Bramma, Paul Trepte and Adrian Partington. The large number of former choristers who have won choral scholarships and/or who have continued into successful musical careers is too long to list here.

## **The Organs**

The new Kenneth Tickell Quire Organ (Op.65 instrument) was completed in 2008. This new organ is a large, colourful and versatile instrument. The four manuals and pedals are contained within the two beautiful gilded cases in the North and South Quire triforia and the new console is located in a stylish loft in the South Quire Aisle. The pipe work is entirely new except for an 18<sup>th</sup> century rank on the pedals and the historic Hope-Jones Viole d'Orchestra on the Solo. It is equipped with a wealth of playing aids to assist the player, as well as facilities for linking the organ to other instruments through MIDI (Musical Instrument Digital Interface). The console is also equipped with CCTV and recording facilities. The full specification can be found on a separate sheet.

There is also a three stop Chamber Organ designed by Tickell (Stopped Diapason 8, Flute 4 and Principal 2). The organ was designed for Worcester Cathedral and supplied in 2008.

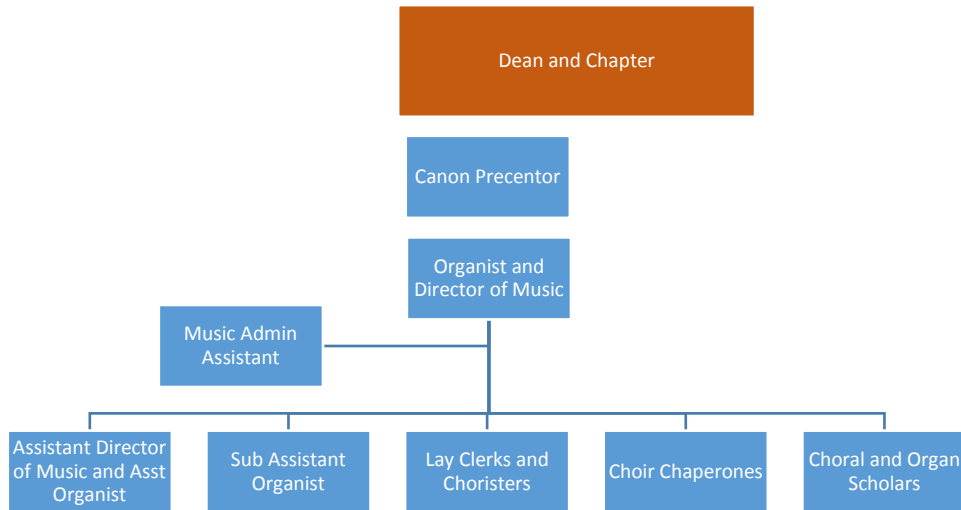
The exciting possibility of bringing back into use the organ contained in the Gilbert Scott case, located in the South West Transept, has been approved by the Dean and Chapter and a scheme of work is currently being drawn up in conjunction with William McVicker, consultant. It is expected that, over the next few years, the successful candidate will take a full and active role in this exciting project.

The Rodgers digital organ was installed in Worcester in 2006 for use during the construction of the Cathedral's new Tickell pipe organ. It now serves, in conjunction with the quire organ, as a nave instrument for concerts and larger services.

## **Music at Worcester**

The English Cathedral choral tradition is judged throughout the world to be an important part of our national heritage and of the spiritual treasury of the Anglican church. At the heart of Worcester Cathedral's worship is the monastic tradition of singing the Opus Dei. The Music Department forms an integral part of the structure and life of the worshipping community of the Cathedral.

The Music Department is one of the largest teams in the Cathedral and includes the following posts:



### Choirs at the Cathedral

The Cathedral Choir is made up of 18 boy and 18 girl choristers (singing usually as separate units) and professional adult singers who provide the lower choral lines. The ADOM takes lead responsibility for the girl choristers, who sing on Saturdays, occasional Sundays and some special occasions. There are 6 Principal Lay Clerks (two of each part) who sing at all services during the week and at weekends and 3 Assistant Lay Clerks who sing at weekends and major feasts only. There are currently 3 Choral Scholars who sing at a range of services. All Lay Clerks and Choral Scholars sing with both the boy and girl treble lines.

In addition, the Cathedral is proud to have two choirs made up of volunteers. The Voluntary Choir, founded in the 1870s and known colloquially as 'The Vollers', is a flourishing all-male choir (currently 16 boys and 16 men). In recent years it has offered an introduction to liturgical music to a number of promising trebles who subsequently transferred into the main Cathedral Choir, and has gratefully received in return retiring choristers to sing alto, tenor or bass. The Voluntary Choir sings Evensong or Eucharist on Sunday evenings. The Worcester Cathedral Chamber Choir is a mixed adult choir. It was founded in 1998 by one of the present Lay Clerks and sings occasional services and concerts in the Cathedral. Whilst not directly responsible for these choirs, it is expected that the Assistant Director of Music will take a keen interest in their work. An outline timetable is attached in appendix two.

The music department is keen to seek ways of enabling music outreach work and the Chapter would be interested to hear ideas from applicants for this post about how this important work might be encouraged and maintained.

A programme of weekly free recitals (organ, choral or instrumental) takes place during most of the academic year on Tuesday lunchtimes and in the first weekend in October there is a celebrity recital which commemorates the installation of the Quire Organ. Together with the rest of the music team, the Assistant Director of Music plays an important role in the organisation of this series.

It is the custom of The Worcester Festival Choral Society to appoint the Assistant Director of Music as its accompanist. The society rehearses in the Cathedral on Monday evenings and usually gives three or four concerts

per year with professional orchestras and soloists. It also supplies many, though not all, of the voices for Worcester's contribution to the Three Choirs Festival Chorus. This Festival takes place annually in rotation in either Worcester, Hereford or Gloucester: the next Worcester year is 2020.

## **THE PERSON AND THE JOB**

The post requires the dedication of a skilled Christian musician, whose faith seeks expression in the enhancement of worship and the communication of the Christian faith through music in the daily round of worship. It is expected that the Assistant Director of Music will offer inspiration to the Lay Clerks, Choral Scholars and Choristers. Good relationships with the choir, Cathedral colleagues and members of the Cathedral community are essential to the post. It is expected that the successful candidate will play a full part in the Christian life of the Cathedral community.

### **The Person**

The Chapter wishes to appoint an experienced professional musician who has:

- 1 A passion and vision for how music can contribute to the worship life of Worcester Cathedral and its wider community, with a strong personal motivation for seeing how your own Christian faith is worked out through the expression of worship through music (AF/Int)
- 2 Experience of playing a key role in leading the music traditions within a Cathedral or similar context and familiarity with the shape of the church's year and music in the Cathedral tradition. (AF)
- 3 An ability to play the organ with flare and commitment in the disciplines of choral accompaniment, liturgical playing and repertoire performance. (Aud)
- 4 Demonstrable ability to direct and lead music within the context of choral services (Aud)
- 5 Experience and ability to motivate, train and inspire girl and boy choristers, lay clerks, organists and other adults contributing to the use of music in worship (AF/Int)
- 6 Understanding of safeguarding and how this leadership role plays a part in maintaining safe practice throughout the work of the Music Department (AF/Int)
- 7 Ability to build networks with other relevant agencies, including other Cathedrals (AF)
- 8 Administrative competence, including the ability to plan, schedule and work to deadlines, and competence in IT (AF/Int)

*Key: Application Form (AF), Interview (Int), Audition (Aud)*

The full Job Description and Person Specification is attached in appendix two.

### **Terms and Conditions of the Post**

The post will attract a salary of £30,000 per annum, plus other benefits. These include a 5% employer contribution to the Cathedral's pension scheme, in-service death benefit and generous leave arrangements. Worcester Cathedral is not able to offer accommodation with this post.

### **Recruitment Timetable**

We welcome applications from interested candidates and applications should be in the form of an up to date CV and a covering letter (maximum 2 sides of A4) explaining how you meet the requirements for this role. We are particularly interested to hear how you meet the 8 core requirements above. They should be submitted by Monday 7 May, 12 noon, marked for the attention of Val Floy, Chief Operating Officer by email to:

**valfloy@worcestercathedral.org.uk**

Your application should include:

- A full CV containing education and musical and professional qualifications and full employment history;
- A brief covering letter (not more than two sides of A4) saying how your skills and experiences match the requirements of the post;
- Details (name, address, telephone number and e-mail) of three referees who would be able to speak about your relevant experience and personal qualities. One must be your current employer (referees will only be contacted with your permission); and
- Your contact details including daytime and evening telephone numbers.

Interview/auditions will be held in Worcester on **Wednesday 23 and Thursday 24 May 2018**. More information about the process will be provided to the short-listed candidates nearer the time.

**APPENDIX ONE**

<b>Normal schedule</b>				
<b>Day</b>	<b>Choir</b>	<b>Morning Rehearsal</b>	<b>Afternoon Rehearsal</b>	<b>Services</b>
<b>Mondays</b>	<b>Boys</b>	8.15am – 8.55am: Boys’ rehearsal	4.15pm – 4.55pm: Boys’ rehearsal	5.30pm – 6.15pm: Evensong
	<b>Principal Lay Clerks</b>		5pm – 5.25pm: Boys & Men rehearsal	(Boys & Men)
	<b>Choral Scholars</b>			
<b>Tuesdays</b>	<b>DAY OFF</b>			
<b>Wednesdays</b>	<b>Boys</b>	8.15am – 8.55am: Boys’ rehearsal	4.15pm – 4.55pm: Boys’ rehearsal	5.30pm – 6.15pm: Evensong
			5pm – 5.25pm: Boys’ rehearsal	(Boys’ voices)
<b>Alternate</b>	<b>Boys</b>	8.15am – 8.55am: Boys’ rehearsal	4.15pm – 4.55pm: Boys’ rehearsal	5.30pm – 6.15pm: Evensong
<b>Thursdays</b>	<b>Principal Lay Clerks</b>		5pm – 5.25pm: Boys & Men rehearsal	(Boys & Men)
	<b>Choral Scholars</b>			
<b>Alternate</b>	<b>Boys (rehearsal only)</b>	8.15am – 8.55am: Boys’ rehearsal	4.15pm – 4.55pm: Boys’ rehearsal	5.30pm – 6.15pm: Evensong
<b>Thursdays</b>	<b>Principal Lay Clerks</b>		5pm – 5.25pm: Men’s rehearsal	(Men’s voices)
	<b>Choral Scholars</b>			
<b>Fridays</b>	<b>Boys</b>	8.15am – 8.55am: Boys’ rehearsal	4.15pm – 4.55pm: Boys’ rehearsal	5.30pm – 6.15pm: Evensong
	<b>Principal Lay Clerks</b>		5pm – 5.25pm: Boys & Men rehearsal	(Boys & Men)
<b>Saturdays</b>	<b>Girls</b>	1.30pm – 3pm (Once monthly): Girls’ rehearsal	3.15pm – 4.20pm: Girls’ rehearsal	5.30pm – 6.20pm: Evensong (Girls & Men)
	<b>Principal Lay Clerks</b>		4.30pm – 5.25pm: Girls & Men rehearsal	
	<b>Assistant Lay Clerks</b>			
	<b>Choral Scholars</b>			
<b>Sundays</b>	<b>Boys</b>	9.20am – 9.45am: Boys’ rehearsal	3.20pm – 3.55pm: Boys & Men rehearsal	10.30am – 11.45am: Sung Eucharist
	<b>Principal Lay Clerks</b>	9.45am – 10.25am: Boys & Men rehearsal		(Boys & Men)
	<b>Assistant Lay Clerks</b>			4pm – 5pm: Evensong
	<b>Choral Scholars</b>			(Boys & Men)



## JOB DESCRIPTION

**Job Title:** Assistant Organist and Assistant Director of Music (ADOM)

**Responsible to:** The Director of Music

**Hours of work:** 37 hours a week

### **Purpose**

1. To engage fully in assisting the Organist and Director of Music, leading the musical elements of the Cathedral's life.
2. To accompany, on the organ, the Cathedral Choir for the majority of the choral services.
3. To take delegated responsibility for the Girl Choristers of the Cathedral Choir.
4. To play a key role in the music team, in all aspects of its operation and deputize as required for the Director of Music.

### **Role Responsibilities**

#### **Direction of the Cathedral choirs and organist duties**

- 1 To play the organ and accompany the cathedral choirs as directed by the Organist & Director of Music.
- 2 To have an overview of all musical elements at the Cathedral and play a key role in supporting the Director of Music in organizing allocation of responsibilities.
- 3 To lead, recruit and direct the Girl Choristers of the Cathedral Choir and to ensure the induction and training of choristers is planned and implemented.
- 4 To assist in training the Cathedral choirs, ensuring the highest musical standards in worship at all services.
- 5 To work alongside the Sub-Assistant Organist and Organ Scholar and to develop their skills and expertise.
- 6 To work closely with the Director of Music in the musical and logistical planning of tours, recording, concerts and other related projects.

#### **Administration and Management**

- 7 To assist in appropriate and diligent management of cathedral choristers, and to ensure that safeguarding is prioritized across the Song School and other Cathedral activities.
- 8 To ensure that strong communication is maintained with parents with regard to the progress of choristers and other issues relating to their wellbeing and safeguarding. In conjunction, the

Assistant Organist should work with the girl and boy choristers to help develop a Choristers' Handbook that sets out the key expectations within the Song School.

- 9 To oversee the work of the girl choristers' chaperone and to manage closely his or her responsibilities, ensuring cathedral safeguarding and behaviour management policies are implemented.
- 10 To attend the weekly liturgy meeting and play a key role as a senior member of the Cathedral's music team in ensuring all Cathedral policies and procedures are implemented and adhered to within the music team.
- 11 To actively contribute to the termly meetings with Lay Clerks, working with the Precentor and Director of Music to ensure robust communication and mutual areas of concern are addressed.
- 12 To attend frequent termly liaison meetings with Kings School and cathedral staff relating to Choristers and other relevant matters.
- 13 To assist in ensuring the proper maintenance of the cathedral organ and supporting any major projects relating to the organ or other music related matters, working with the Cathedral Surveyor of the Fabric and others as required.
- 14 To work within the agreed budget for the Department and ensuring all financial processes are maintained as required
- 15 To work with other Departments on developing plans to contribute to achieving the Cathedral's mission and vision

### **External Working**

- 16 To play an active role in the Three Choirs Festival, particularly in years when hosted at Worcester and to work with the Director of Music in ensuring strong liaison with Hereford and Gloucester Cathedrals. This includes accompanying rehearsals for the Worcester contingent of the chorus and playing for Festival services and concerts as required. This role is not part of the cathedral contract and in a 'home' year generates a minimum £3,850. During 'away' years the ADOM should expect to earn a minimum of £1,950 for this work.
- 17 It is expected that the Assistant Director of Music will adopt the role of accompanist to the Worcester Festival Choral Society. This role is not part of the cathedral contract but has historically been held by the ADOM. This work normally generates at least £2,500.
- 18 To participate in relevant national Cathedral networks and to be an active member of the Association of Assistant Cathedral Organists. The Cathedral funds attendance at these twice yearly conference meetings.
- 19 To work closely with the bishop and other Diocesan staff on major Diocesan Services
- 20 To develop external relationships with schools and other bodies, particularly in relation to recruitment of Choristers, but in promoting the Cathedral and its music to a wider audience

### **Person Specification**

You will need to demonstrate the following (not in order of importance):

- A passion and vision for how music can contribute to the worship life of Worcester Cathedral and its wider community, with a strong personal motivation for seeing how your own Christian faith is worked out through the expression of worship through music (AF/Int)
- Experience of playing a key role in leading the music traditions within a Cathedral or similar context and familiarity with the shape of the church’s year and music in the Cathedral tradition. (AF)
- An ability to play the organ with flare and commitment in the disciplines of choral accompaniment, liturgical playing and repertoire performance. (Aud)
- Demonstrable ability to direct and lead music within the context of choral services (Aud)
- Experience and ability to motivate, train and inspire girl and boy choristers, lay clerks, organists and other adults contributing to the use of music in worship (AF/Int)
- Understanding of safeguarding and how this leadership role plays a part in maintaining safe practice throughout the work of the Music Department (AF/Int)
- Ability to build networks with other relevant agencies, including other Cathedrals (AF)
- Has administrative competence, including the ability to plan, schedule and work to deadlines, and is competent in IT (AF/Int)

**Key: AF – Application Form**

**Aud – Audition**

**Int – Interview**

### **Additional Personal Skills and Qualifications**

<b>Essential</b>	<b>Desirable</b>
Leadership presence and gravitas	Technical music skills including music arranging
Ability to format, check and present music liturgy	Experience of organizing trips, including overseas visits
Ability to represent the Cathedral externally, with funders and other stakeholders	Understanding of marketing and profile raising strategies, including recruitment of choristers
Ability to manage and lead staff, including handling HR and other staffing issues	Fellow of the Royal College of Organists
Understanding of Safeguarding, including policies, procedures and culture	Knowledge of organ maintenance
Ability to relate well with choristers and handle maintaining discipline and behaviour	
Music Qualification at first degree level	
Strong team player	
Strong networking skills and personal networks within the sector	
Ability to communicate well within teams	