

Assistant Director of Music

PRINCIPAL PURPOSE

The Assistant Director of Music will work to contribute as fully as possible to the general oversight of the music in Beverley Minster, subject to the overall direction of the Director of Music, Vicar and Parochial Church Council. He or she will strive to maintain the highest musical standards and foster the musical gifts of members of the congregation in worship. The Assistant Director of Music will make an important contribution to the wider life of the Minster through belonging to the Staff Team and building relationships in the congregations and community.

MAIN RESPONSIBILITIES AND DUTIES

1. To play the organ at Minster services as outlined in Schedule A
2. To assist in the recruitment, training, and direction of the Minster's choirs
3. To help train and inspire the Organ Scholar
4. To take a key role in the planning and management of concerts and events, working strategically and collaboratively to grow and develop them
5. To share responsibility for the Music Group with the Director of Music
6. To offer assistance, where necessary to the Director of the Junior Choir
7. To co-operate with the Vicar, assistant clergy, Director of Music and other staff members in the planning of worship.
8. The Assistant Director of Music may be invited to attend full PCC meetings but being in receipt of remuneration from the PCC will not be a voting member.
9. To take part in ensuring the proper care and maintenance of the Minster organ, pianos and other musical instruments.
10. To be part of team managing visiting choirs
11. To assist in the running of a Friday lunchtime concert series
12. To encourage and provide developmental opportunities to all who wish to offer their musical gifts in worship

KEY RELATIONSHIPS

- 1. Director of Music**
- 2. The Vicar and Assistant Clergy**
- 3. Organ Scholar**
- 4. Director of Junior Choir**
- 5. The Music Group**
- 6. Parish Secretary and other administrative staff.**

Administrative support is available through the Parish Centre Staff. Practice time etc in the Minster should be booked through them.

7. Lead and Assistant Virgers

The Assistant Director of Music will cooperate with Virgers over arrangements for practices, rehearsals, recordings and other musical events, to avoid undue disruption of visitor access and other events in the Minster

8. Enterprise Committee

The Assistant Director of Music will work closely with the Enterprise Committee in managing and developing a series of high-profile concerts and events

9. Other Staff Team members, Churchwardens, Readers and other lay leaders

10. Treasurer

PERSON SPECIFICATION

1. Essential

- **Genuine Occupational Requirement:** The PCC considers that this post has a Genuine Occupational Requirement that the post holder should be a practising Christian.
- A church organist and accompanist of outstanding musical ability
- An excellent choir trainer and conductor, with an enthusiasm to inspire and to bring the best out of both adult and junior members
- A wide knowledge of choral music for worship
- Sympathy towards and knowledge of the various contemporary styles of music for worship suitable for instrumental and vocal groups etc., and to encourage and support their development in the Minster's Music Group and elsewhere in church life
- The ability to relate with warmth and enthusiasm to other church members and to support the overall vision for the parish
- An entrepreneurial spirit and an ability to manage concerts and events

2. Desirable

- Experience on the musical staff of a large Anglican parish church or cathedral
- Ability to play the piano to a high standard
- Knowledge of the construction and principles of operation of a cathedral standard organ

DETAILS OF EMPLOYMENT

It is anticipated that the Assistant Director of Music will have employed status and that the PCC's agreement with him or her will include National Insurance and contributions (if requested) to the Church of England Defined Contribution Pension Scheme.

Agreement: The Parochial Church Council of Beverley Minster (the PCC) and the Vicar will enter into an agreement with the Assistant Director of Music. He or she will be responsible to the Director of Music on a day-to-day basis.

Hours of Work: The nature of the work is flexible, but includes the basic commitment outlined above with at least three choir practices and three services per week during term time. This would equate to roughly **20 hours per week** during choir term but considerably less in holidays.

Fees:

1. For all the main responsibilities and duties specified in this Job Description, but not including playing the organ for Weddings, Funerals and Special Services for outside bodies, an annual salary of **£12480** will be paid, in monthly instalments. This figure will be reviewed annually by the Finance and General Purposes Committee of the PCC.
2. For playing the organ for Weddings, Funerals and Special Services for outside bodies, as well as for video recordings of any of these services and extra rehearsal time (e.g. with soloists etc at weddings), fees according to Schedule B attached to this document. These would be shared with the Director of Music and might generate the Assistant Director of Music at current rates about **£1,000 p.a.** Fee levels are reviewed annually by the Finance and General Purposes Committee of the PCC.

Use of the organ: The Assistant Director of Music will have use of the Minster organ for practice and tuition, normally outside public opening hours.

Parish Centre Facilities: Whilst it is expected that the Assistant Director of Music will have their administrative base at home, he or she will have access to 'hot-desk' facilities at the Parish Centre, 38 Highgate, Beverley, where desktop PCs with a broadband internet connection are provided. Administrative support will be available from the Parish Centre staff.

Accommodation: There is no living accommodation provided with the post. If required, advice and assistance will be given in finding suitable accommodation.

Probationary Period: A 6-month period of probation will apply.

Recordings:

1. No part of the Assistant Director of Music's performance shall be recorded, reproduced or transmitted in any manner or by any means whatsoever without the prior consent of the Assistant Director of Music
2. Notwithstanding the previous paragraph and subject to the payment of an additional fee (detailed in Schedule B), the Assistant Director of Music shall agree to the recording of his or her performance (pursuant to the Copyright, Designs and Patents Act 1988) for non-commercial purposes.

Assistant Director of Music's Property: The Assistant Director of Music shall be responsible for providing his or her own organ music. The PCC shall not be responsible for the insurance or safe keeping of music or other equipment belonging to the Assistant Director of Music whilst on church premises.

Grievance and Disciplinary Procedures: These are set out in the staff handbook

Safeguarding: The post is subject to enhanced DBS clearance, and the Assistant Director of Music will be required to follow the parish Safeguarding Policy in every point.

Notice: Three month's notice in writing will be required from either the PCC or the Assistant Director of Music for termination of the agreement.

SCHEDULE A

Services for which the Assistant Director of Music will play the organ and may be required to direct the choir

1. Sunday services (at present, three services on the 3rd and 4th or 5th Sunday and two on the 1st and 2nd)
2. Choral Evensong on Thursday evenings in school term (7.30pm)
3. Services on major festivals and certain diocesan occasions, including the following from the current annual schedule:
 - Advent Procession
 - Churches together in Beverley Carol service
 - Christmas Eve Crib Services
 - Festival of Nine Lessons and Carols
 - Christmas Eve Midnight Communion
 - Christmas Day All-Age Communion
 - New Year's Eve Service
 - Epiphany Procession
 - Candlemas Procession
 - Ash Wednesday Choral Communion
 - Palm Sunday Service of Music and Readings for Holy Week / Crucifixion
 - Maundy Thursday Holy Communion
 - Good Friday Matins, Litany and Sermon
 - Easter Day All-Age Communion
 - Easter Day Choral Evensong
 - St John of Beverley Festival Services
 - End of term choir concert
 - Remembrance Sunday Service and evening Requiem
 - Orchestral Eucharist for Christ the King
 - Baptisms
 - Bereavement services
 - Worship, teaching and ministry services

Diocesan occasions might include Mothers' Union Celebrations, Welcome/Farewell to Diocesan Clergy/Officers etc. It is not expected that there would be more than three or four of these per year.

4. Additions and alterations to this list as the church's worshipping life develops will be discussed with the Director of Music by the Vicar and this agreement re-negotiated where necessary.

An additional fee will be payable for the following services:

5. Special services arranged for outside bodies
6. Weddings and Funerals (see below)

SCHEDULE B

FEES FOR WEDDINGS, FUNERALS AND SPECIAL SERVICES (2012 RATES – REVIEWED ANNUALLY)

Weddings and Services of Prayer and Dedication	£135.00
Funerals	£85.00
Additional Rehearsal (e.g. with soloist)	£20.00 per hour
Special Services for outside bodies (by negotiation, according to amount of music requested)	£65.00 - £105.00
Video Recording of Wedding	£135.00