



THE CHURCH OF ST JAMES THE GREATER

Church Office, St James' Hall, St James' Terrace, Leicester LE2 1NA

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'A Spiritual Home for the Arts'

We are looking for a Director of Music to continue and develop the exceptional standard of our strong and valued musical tradition at our inclusive church.

Our main robed choir of children and adults sings for our Sunday Eucharist and Evensong in term time. The adult St James Singers take over during holidays. Our festival services attract congregations of 350+. Our three manual Taylor/Walker/Nicholson organ was refurbished in 2003 and the church's acoustic attracts local and nationally known performers. More information is available on our website: www.stjamesthegreater.org.uk.

The Director of Music will recruit choir members, lead choirs in rehearsals and services and be a skilled organist. They will be passionate about Anglican church music, inspire everyone to develop their singing ability, give our choirs the confidence to perform challenging pieces and encourage congregational participation. Strong inter-personal and communication skills are a must. They will be supported by our part-time paid organist.

The salary is in the range £14,000 to £15,500, depending on experience, for 15 hours a week. The successful candidate will have use of our organ and grand piano for private tuition. There is also the opportunity to play at funerals and weddings.

The deadline for applications (CV and covering letter addressing the person specification) is **14 May 2021**. Interviews to be held Saturday **22 May 2021**.

For an informal discussion contact the Vicar, Reverend Andrew Quigley on 0116 254 4113. A detailed Job Description and Person Specification is available on our website, or by emailing: office@stjamesthegreater.org.uk.

Director of Music – Job Description

Overall Purpose of this Post:

To work in close partnership with the Vicar, Churchwardens and other musicians in the church to ensure the performance, maintenance and development of choral music as an integral part of the church's offering of worship to the glory of God.

Major Objectives:

1. Taking direction from the Vicar, plan the music for all church services, festivals and special occasions
2. Recruit, retain and train young choristers and adult singers
3. Rehearse the church choirs
4. Conduct the church choirs during choral services as well as playing the organ in the same services if necessary
5. Ensure the efficient administration of all matters relating to the choirs

6. Play the organ in services when the Associate Director of Music / Organist is not available, and sing as Cantor when necessary
7. Plan and arrange occasional weekend and week-long choir tours
8. Ensure that all activities comply with the church's policies and practices in respect of Safeguarding, Health and Safety and Inclusion.

Other Music Staff

The Director of Music is supported by the Associate Director of Music / Organist. As of Autumn 2021:

- the Associate Director is available to play the organ for one service every Sunday, as well as for church festivals and special occasions;
- the Associate Director rehearses and conducts the adult-only St James Singers during school holidays at which time the Director of Music will play the organ;
- the Associate Director covers for the Director of Music while they are on leave.

These arrangements will be reviewed from time to time. Any changes must have the agreement of the Vicar.

Summary of Tasks:

Recruit, Retain and Train Choir Members

- Plan and carry out effective recruitment to the church choirs to ensure ample voices are available for all services and festivals to confidently and musically perform the vocal requirements of planned music (SATB or other standard combination);
- Develop and maintain relationships with schools, Universities, music teachers and others that promote membership of the church's choirs;
- Plan and hold events in schools and during the school day designed to recruit children into the church's choir;
- Ensure that choristers enjoy being members of the choir. Support individuals according to their circumstances and foster a sense of community for the choir as a whole. This includes communication with the parents of younger choristers;
- In the context of choir rehearsals, help individual choristers develop their vocal technique and encourage them to take RSCM or similar exams. Encourage and support choristers to sing solo passages;
- Programme a varied choral repertoire including music that challenges and develops the choir's range and abilities.

Rehearse and Conduct the Church Choirs

- Make efficient use of rehearsal time to ensure that the choirs are fully rehearsed in preparation for services, festivals and special occasions;
- As of Autumn 2021, this includes mid-week practice / rehearsal for young people, Friday evening rehearsal for more experienced choir members, and rehearsals immediately prior to Eucharist and Evensong services on Sundays and festival days. Any changes to this schedule must be agreed by the Vicar;
- Conduct the choir during services. In the absence of the Associate Director, also play the organ during services;
- When necessary, sing as Cantor in services.

Ensure the Efficient Administration of the Choir

- In consultation with the Vicar and Associate Director, produce and disseminate widely a Choir Calendar. Draw up and circulate a music list that provides a broad, challenging and

achievable provision of music for the Church of England liturgy and the Anglican choral tradition;

- Make sure that sufficient choristers and an appropriate balance of voices is available at all services;
- Keep the choir music library in good order and maintain the music catalogue and make all music available at the start of rehearsals and services;
- Work with the Churchwardens and Treasurer to keep within agreed choir & music budgets, agreeing appropriate rates for choir awards and scholarships;
- Work with a representative group of choir members, parents and the Parochial Church Council to ensure the integration of the choirs into the life of the church;
- Work with the Worship Committee to develop the role of music in liturgy.

Organ Playing

- When necessary, including in the absence of the Assistant Director / Organist or when they are conducting the choir, play the organ in church services.

Weekend and Week-Long Choir Tours

- Plan and organise choir tours, for example as a visiting choir to a Cathedral or for a week-long residential trip that includes a series of services and performances.

Safeguarding, Health and Safety and Inclusion

- Ensure that safeguarding policies that ensure the safety of vulnerable people are promoted and adhered to in all aspects of the choir's work;
- Ensure that the church's Health and Safety policies are understood and followed by all choir members;
- Promote and apply the church's policies in respect of Inclusion in all the choir's activities.

Director of Music – Person Specification

	<i>Essential</i>	<i>Desirable</i>
Qualifications:	<ul style="list-style-type: none"> • Professionally recognised Music qualification(s) equivalent to degree level or above AND / OR a long and excellent track record in conducting church music 	<ul style="list-style-type: none"> • Training and/or qualification in leadership and management of volunteers, teaching, or coaching.
Experience, Knowledge and Skills:	<ul style="list-style-type: none"> • Successful experience of conducting and organ accompaniment of choral music to an excellent standard. • Familiar with and committed to Book of Common Prayer liturgy and the breadth of Anglican church music. • Experience of recruiting and retaining volunteers 	<ul style="list-style-type: none"> • Organist to ARCO level or equivalent experience • Experience of a wide and diverse repertoire for use in worship and concert. • A successful history in recruiting children & adults into choirs

	<ul style="list-style-type: none"> • Able to train and inspire choir members to reach exceptional standards of performance. • Efficient and well organised administrator and manager. • Good communicator at all levels and ages, both verbally and in writing. • Knowledge of safeguarding law and practice as it applies to children. 	<ul style="list-style-type: none"> • Experience of choir administration. • Experience of using social media to communicate and promote. • Experience of applying safeguarding and health and safety policies and procedures
<p>Personal Qualities and Characteristics</p>	<ul style="list-style-type: none"> • Sensitive to the educational and emotional needs of children and young people. • Supportive of the Christian mission of the church • Gives clear advice, and demonstrates respect for the views of others. • Resilient and able to work independently, and also able to work constructively with others to review progress and anticipate key decisions. • Accountable for own conduct and performance, recognises when to seek and accept guidance, support or training. • Develops opportunities to enrich & deepen the choir's musical life – e.g. choir tours, concert performances. • Innovative, creative and willing to contribute to new ideas and programmes to develop the musical life of the church. • Represents St James the Greater in the best possible light and promotes and advocates for its choirs. 	