# JOB DESCRIPTION – February 2020

This job description is a guide to the work you may be required to undertake but does not form part of your contract of employment and may change from time to time to reflect changing circumstances.

## JOB TITLE:
Assistant Organist

23 hours per week

## DEPARTMENT:
Music

## REPORTS TO:
Director of Music

## PAY SCALE:
£10,815 (step 3 of the College scale)

## ACCOMMODATION:
A room is provided in College, free of rent, for the better performance of the Assistant Organists’ duties.

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## MAIN PURPOSE OF THE JOB

Assisting with the training of the two choirs, playing the organ for the regular pattern of services in the chapel and special services, concerts or events. Some administrative duties that have a direct bearing upon the choirs’ activities. The successful applicant will have the opportunity to develop their music career alongside this post. The Assistant Organist will be required to keep school terms (as the choristers and sometimes the adults are active outside of university term, whilst the schools are still in term).

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## MAIN RESPONSIBILITIES

- Working closely with the Director of Music to ensure the smooth running of the choirs.
- Playing the organ for services as required in the College Chapel, including the Sunday morning Eucharist (shared with the organ scholar).
- Conducting the choirs when the Director of Music is absent, and at other times by arrangement.
- Assisting in the training and conducting of the College’s two choirs, and in particular the tuition in music theory and singing of the Junior Probationers.
- Taking a share of the administrative workload of the department.
SPECIFIC RESPONSIBILITIES

- The provision of good quality organ playing within the chapel both when accompanying the choirs or playing suitable organ voluntaries. The Assistant Organist will take a share of the playing workload and assist the Director of Music in mentoring the organ scholar when they are playing.

- Taking at least one of the weekly Junior Probationer rehearsals.

- Keeping track of the choristers’ theory progress.

- Administrative tasks that fall to the Assistant Organist ordinarily include: compiling termly hymnals & psalters (in consultation with the organ scholar), the organ playing rota, the choral scholars’ solo list (in consultation with the Director of Music), Sunday Morning Eucharist music list and conducting/singing rota, managing the choirs’ google calendars (in consultation with the organ scholar), choir seating arrangements for feasts and regular Sunday formal halls.

- Be available for all concerts, tours and recordings which may fall outside of University term.

PERSON SPECIFICATION

- Organ playing to at least ARCO (or equivalent standard)

- Educated to at least degree level in music

- Experience of leading a choir / conducting

- Strong administrative skills

- Working knowledge of Microsoft Office suite & Sibelius music software

- Committed to professional development

- Successful candidate will require Enhanced DBS clearance upon commencement of role.