



Great St Mary's

THE UNIVERSITY CHURCH CAMBRIDGE

Job Title: Music and Liturgy Administrator

Department: Music

Location: Great St. Mary's and Michaelhouse

Reporting to: The (Interim) Director of Music

Term: One year in the first instance (September 2022 – August 2023), with the desire to extend.

Salary: ~£7,320-£8,800 (according to skills and experience), based on 16hrs p/w over 44 weeks.

Holidays: in line with statutory employment law, to be taken mostly during periods where the choir is on holiday within a framework of a normal working week of Wednesday, Thursday and a third day.

ABOUT GREAT ST MARY'S

Great St Mary's is a church within the Church of England right at the centre of Cambridge, one of the fastest-growing cities in the United Kingdom. It is open every day to people of all faiths and none, and seeks to serve the city and university of Cambridge through its activities within its buildings and a growing community of worshippers and supporters online.

Our varied and lively church life is resourced by a committed and enthusiastic staff team and many volunteers. Music is a central part of the church's outward-facing ministry, and the church is looking to expand the Music Department with a new post to allow the musical programme to continue to flourish, and to maintain high standards in the production of printed and digital media for use in the liturgy. The successful applicant would need to be a dedicated and efficient administrator, a musician with a keen interest in liturgy, an eye for detail, a friendly and personable manner, and a commitment to the shared ministry of promoting the safety and well-being of children.

Further information about the church's musical programme and resources, and the activities of the choirs is found in the appendix.

THE MUSIC STAFF

The team is currently led by the Director of Music, Sam Hayes, who has been in post since 2005. Sam will leave this role in September 2022, owing to relocation, and Benedict Todd, Organist and Assistant Director of Music, who joined the team in 2016, will take over as Interim Director of Music. Helen Groves has been Voice Coach for the regular choirs, in addition to directing the Junior Choir, since 2011. This strong and dynamic team has allowed the choirs to grow in size and in the scope of what they achieve. The Academy of Great St Mary's Orchestra, which is based at the church, is conducted by composer and conductor Adam Pounds, a long-standing member of the congregation.

BACKGROUND TO THIS ROLE

A salaried music administration post was first created in 2012 and was held by one person for eight years, who supported the department very effectively and latterly also held the role of Parish Secretary. These roles were among several made redundant in the early part of the Covid-19 pandemic, when no choral services were taking place, and the church was closed to the public for extended periods of time. As regular choral activities resumed, the necessity for formalised administrative support for the large choral foundation again emerged. The increasing number of special liturgies brought additional work to the music and ministry teams, and the sense in delegating the production of material for these to a dedicated person became clear.

Additionally, there is a strong desire to strengthen and expand the offering from the music department, in the form of musical outreach events, a fuller programme of musical education for choristers and a more active concert and touring schedule, and having an administrator to co-ordinate fundraising (in particular) for these ventures will be invaluable.

This new post will initially be for the period of one year (or other convenient period depending on the agreed start date), but with the desire to extend, subject to continued funding, and the agreement of the successful candidate and the rest of the team at Great St Mary's. The post will also be subject to an initial probationary period of half a term.

DETAILED JOB AND PERSON SPECIFICATION

Purpose

This new post provides administrative support for the Music Department and Ministry Team of Great St. Mary's, with a programme of up to five choral services each week. They will be responsible to the Director of Music, and, by extension, the Vicar, or those appointed to deputise for them.

Context

The post of Music and Liturgy Assistant is located within the Parish of St Mary the Great with St Michael, Cambridge, which is a place of Christian Worship and Mission within the Church of England. The person appointed will be expected to respond positively to this ethos and, in the course of their duties, encourage others to do so.

MAIN DUTIES AND RESPONSIBILITIES

The broad remit of this position is to offer administrative support to the Music and Ministry teams, promoting:

- efficient running of the Music Department.
- the safety of choir children when in the buildings for church activities.
- efficient production of service material with close attention to detail.

Within this, the post-holder will be required to:

- Be part of, and oversee the team of choir stewards:
 - Act as an additional steward for all children's choir rehearsals on Wednesdays and Thursdays. It is expected that other work connected with this post be undertaken during these sessions (except when attending to any pressing issue involving the choir children).
 - Oversee the stewards' and choir parents' rotas and alert the Music staff team to gaps in the rota, or unexpected absence
 - Oversee and direct the wider team of stewards (and volunteers) with specific tasks to support particular projects, including those below:
- Maintain the database of choir members (including deputies), email lists, choir mobile phone, and security fobs.
- Be a point of receipt for forms, permission slips etc., and a point of contact for enquiries about the choirs from outside, and current choir families, in fulfilment of our commitments to Safeguarding children.
- In collaboration with departmental colleagues, maintain the music library, and source/print choral scores as required. A specific target for the first year of the appointment is to assist with the migration of the library catalogue onto a new platform which will allow it to function more effectively, utilising, where appropriate, the wider choir stewarding team and/or volunteers.
- Lead on week-to-week distribution, filing and maintenance of sheet music, utilising, where appropriate, the wider choir stewarding team and/or volunteers.
- In collaboration with the Music and Ministry teams, prepare and refresh service material (printed and online) as required, apply formatting styles consistently across documents, and locate and incorporate information from a variety of sources.
- Liaise with other church staff about music and associated matters, and liaise with the choir tour managers in the immediate run-up to choir tours.
- Encourage visiting choirs to sing outside regular choir terms, and liaise with these groups in the run-up to their visits.
- Assist with fundraising to support current and future musical projects, for example:
 - specific musical projects (including outreach)
 - organ and choral scholarships, and the expansion of choristerships
 - provision and maintenance of instruments
 - provision and expansion of facilities for the church ensembles.
- Carry out such other duties as may be required from time to time as determined by the Director of Music.

Working hours

The hours of work are:

- Wednesdays *and* Thursdays 3.30pm-7.30pm in Great St Mary's.
- A further eight hours per week, some of which must be on other days of the week, preferably Sunday, Monday or Tuesday, to be agreed with the post-holder.
Some of this time may be suitable for remote working.

Total: 16 hours per week, for 44 weeks per year (generally Great St Mary's Choir term time only, which includes the immediate run-up to Christmas and Easter).

PERSON SPECIFICATION

Suitability to work with children and a commitment to promoting their safety and wellbeing	Essential
Understanding of and willingness to promote the distinctive ethos of the Church of England	Essential
An understanding of Anglican liturgy and the role of music within that	Desirable
A reasonable level of musical literacy – for example, being able to identify keys and scorings quickly and accurately.	Essential
Excellent personal and communication skills for maximum effectiveness in working with the choirs and colleagues in all departments	Essential
Experience managing and motivating volunteers	Desirable
Good organisational and time management skills	Essential
High-level proficiency with Microsoft Office applications	Essential
Ability to apply agreed formatting and design styles consistently	Essential
A keen eye for detail	Essential
Proficiency in music type-setting software	Desirable
Experience running or organising a library	Desirable
A good team-player with a sense of humour	Essential

THE APPOINTMENT PROCESS

Applications for the post are invited by email only. These should comprise a covering letter, completed application form and CV (if desired). The application should be accompanied by details of three referees, at least one of which should be able to comment on the candidate's suitability for working with children. Applications should be sent to music@gsm.cam.ac.uk, and received by Midday on **Saturday 13 August**.

Shortlisted applicants will be invited for interview. Applicants should indicate their availability for potential interview dates in their application form. Prior to interview, shortlisted applicants will be sent a short administrative task to complete, which will then form part of the discussions.

SAFER RECRUITMENT

Any appointment will be subject to an Enhanced DBS check, a Confidential Declaration and satisfactory references, which, in addition to confirming the candidate's suitability for the administrative parts of this role, must also confirm their suitability to work with children.

Appendix

ABOUT MUSIC AT GREAT ST MARY'S

Great St Mary's has a strong musical tradition. There are two substantial organs, the Father Smith/Hill University Organ (restored by Mander in 1995), and the Parish Organ of 1991, built by Kenneth Jones and Associates. There is also a Chamber organ, a Yamaha U1 upright piano and, additionally, a Kawai G3 grand piano in St Michael's Church (which houses Michaelhouse Café). A community orchestra, The Academy of Great St Mary's Orchestra is based at the church and has a regular concert series and there is also a programme of lunchtime recitals in both church buildings.

Choirs

There is a diverse choral foundation of around ninety singers, which comprises:

- A non-audition Junior Choir, for children aged 5-8, which meets twice a month on Sunday mornings and is directed by soprano Helen Groves, who is also Voice coach for the regular choristers.
- A non-auditioned adult SATB 'Occasional Choir' which meets to sing for particular services, roughly once a month on Sundays. The Occasional Choir is sometimes supplemented by members of the regular choirs.
- An auditioned adult volunteer 'back row' of altos, tenors and basses.
- Several auditioned choirs for children aged 8-18
 - Traditional 'boys' and 'girls' treble lines, which rehearse, separately, twice a week, sing evensong individually once a fortnight, and normally join forces for Sunday choral services. The Girls' Choir is one of the oldest Church or Cathedral Girls' choirs in the country, founded in 1989.
 - A Youth Choir, of older teenage voices, which rehearses once a week. This comprises the most experienced and able sopranos and former trebles with changed voices. The Youth Choir sings Compline on its own once a month, and normally joins forces with the adult 'back row' for Sunday choral services.

The large number of singers available allows for several different choral combinations and, consequently, considerable variety in the sound.

The choirs are active throughout the school year, with holidays corresponding to school holidays, except in the immediate run-up to Christmas and Easter, when all the choirs are expected to be present.

Rehearsals, Services and their administration

The regular choirs' weekly rehearsal schedule is currently as follows:

Wednesday		Thursday	
4:30-5:45pm	Boys *	4:30-5:45pm	Girls *
6:00-7:10pm	Girls	6:00-7:10pm	Boys
7:15-8:45pm	Youth Choir† and Back Rows (either combined or separately)		

* on alternate weeks, the boys and girls treble lines sing an evensong at 5:15pm, during their afternoon rehearsal on Wednesday or Thursday. See below.

† once a month, the Youth Choir sings Compline at 9pm, and have a correspondingly later start time.

There are normally two choral services each Sunday, except once a month, when a third is added. At these, any of the regular choirs (or the Occasional Choir) might be called upon to sing during choir term-time, according to a termly rota. Outside of term the services are either conducted with organ and congregational music alone, or may have choral music provided by the Occasional Choir or a visiting choir, or arias from a soloist.

Sunday services			
8:30am	Holy Communion	BCP, no music	
10:00am	Eucharist	Common Worship, with a mixture of congregational and choral mass ordinary, and normally two anthems	Choir rehearse from 9am
11:30am	Choral Mattins (third Sunday only)	BCP, with responses, Venite (Easter Anthems), psalm, two canticles and an anthem.	Choir rehearse, briefly, after the Eucharist.
4:00pm (GMT) 5:00pm (BST)	Choral Evensong	BCP, with responses, psalm, two canticles and an anthem	Choir rehearse from 4pm (BST) or 3pm (GMT).

Mid-week Choral services		
5:15pm	Choral Evensong, alternating Wednesdays and Thursdays	BCP, with responses, psalm, two canticles and an anthem, sung by alternating boy and girl choristers during what would otherwise be the end of a regular rehearsal (marked * in the rehearsal table above).
9:00pm	Choral Compline (once a month, currently fourth Wednesday)	BCP, with a setting of the Te Lucis, psalm, Nunc Dimittis, and sometimes and anthem, sung by the Youth Choir.

For the Sunday services which do not have bespoke liturgies, service booklets are produced and re-used from week to week (in the case of the 10am Eucharist, these are changed on a seasonal basis), plus an insert for each service with hymn, psalm and anthem words. Monthly Choral Mattins is currently treated as a special liturgy with a new service book (containing all texts) each time.

At weekday evensongs, reusable orders of service are used, and there is not currently an additional insert with psalm and anthem texts provided, although this an aspiration for the future. Choral Compline is sung solely by the minster and choir, and no service materials are provided for the congregation, although there are reusable booklets for the choir. There are additional spoken weekday services, some of which require the production of service materials, which mostly are re-used from week to week.

On occasion, services are replaced and/or supplemented by special liturgies, which all require the production of dedicated service booklets containing all texts. These include:

University Sermons	One or two per term, at 11.30am (replacing Choral Mattins if the date of a sermon falls on a third Sunday).
Sunday nearest All Souls	Requiem Eucharist replaces Evensong.
Remembrance Sunday	10.50am Civic Service of Remembrance
Advent Sunday	Advent Procession replaces Evensong.
Last Sunday (and Monday) before Christmas Eve	Carols by Candlelight replaces Sunday evensong (or is added on Monday). In recent years we have held up to four Carol Services, two each on the Sunday and, in 2020 and 2021, the Monday afternoon and evening before Christmas Day.
Christmas Eve	Crib Service at 4pm, Midnight Choral Eucharist at 11.30pm.
Christmas Day	10am Eucharist, 11.30am Choral Mattins.
Ash Wednesday	Choral Eucharist at 7pm.
Maundy Thursday	Choral Eucharist at 7pm.
Good Friday	The three-hour Service of the Cross at 12pm (organ only between 12 and 1.30pm)
Easter Ceremonies	5.30am on Easter Morning, in addition to three choral services (Eucharist, Mattins and Evensong) later in the day. No choirs, and only one organist is usually required for the Easter Ceremonies.
Ascension Day	Singing from the Tower at 7.45am

There are a number of special services, throughout the year, such as weddings, funerals and memorial services which occur on an occasional basis. Where required, the administrative work for these is usually shared between the organisers, the ministry team and the music department.

Since the Covid-19 pandemic, the majority of our services are now live-streamed to members of our church community, some spread around the world.

Tours and concerts

In addition to services throughout the year, the choirs undertake at least one tour per year, (suspended during the pandemic), but to be resumed in February 2023. In the past, these tours have alternated between domestic and international locations, with previous destinations including: Canterbury (2020); Dublin (2019); Salisbury and Wells (2018); Prague (2017); with many more since 2007. The choirs also give concerts, some in conjunction with The Academy of Great St Mary's Orchestra.