



APPLICATION PACK

MUSIC DEPARTMENT ADMINISTRATOR PETERBOROUGH CATHEDRAL



APPOINTMENT OF MUSIC DEPARTMENT ADMINISTRATOR, FULL-TIME

INTRODUCTION

The Chapter of Peterborough Cathedral is seeking to appoint to the role of Music Department Administrator. This full-time position is available from 1st February 2021 or as soon as possible thereafter.

Chapter regards worship, ministry and mission as the key priorities of the Cathedral, and the Cathedral Choir is integral to its aims. Chapter is committed to fostering a high standard of music-making within worship and ensuring that the choral music inspires worshippers. Projects such as concerts, tours, broadcasts and recordings are also highly valued as opportunities to develop the professional standing and standards of the Cathedral Choir and to make the wider public aware of the Cathedral's worship, ministry and mission.

The post of Music Department Administrator provides a significant opportunity for an enthusiastic and skilled administrator to have a substantial impact on, and to, the musical life of the Cathedral. Chapter is looking for an administrator capable of both embracing and building opportunity, and within their duties will give himself or herself to the life, worship and ministry of the Cathedral and beyond, and exercise significant performance and professional skills. This role is pivotal in the smooth running of the Music Department and being approachable and professional are key attributes required.

I. BACKGROUND INFORMATION

Peterborough is one of the new foundation cathedrals (together with Gloucester, Oxford, Chester and Bristol) created by Henry VIII as the monasteries were dissolved. There has been an Abbey on this site for over 1200 years, but the current building was begun in 1118. Three principal glories of the Cathedral building are its iconic West Front, the painted wooden Medieval Nave ceiling and the splendid fan-vaulted New Building, possibly created by the architect of King's College Chapel in nearby Cambridge. The spacious Precincts still contain a number of monastic buildings and ruins. Inside, the Cathedral has been completely cleaned and restored since 2001, and is probably more complete and in better condition than at any time in its history.

There is a lively Cathedral community including all age groups, and as well as regular worship led by the Choir it supports children's and young people's groups, education programmes, a theological society and a weekly lunchtime address. It contributes time and resources to a local project for the homeless, educational and other outreach initiatives, and provides hospitality to a variety of groups and gatherings. The Cathedral is principally the seat of the Bishop of Peterborough, and hosts many of the larger Diocesan services and events. There is considerable support here for music in worship. Resources for music and the Choir have grown considerably in recent years, since the restoration of the inside of the building was completed.

The Chapter of Peterborough Cathedral

Peterborough Cathedral is run by a Chapter of five clergy and up to five lay canons. The clergy team includes the Dean, Chris Dalliston (2018), Vice Dean, Tim Alban Jones (2015), Canon Missioner, Sarah Brown (2018), Canon Precentor, Rowan Williams (2018) and a part-time member, Ian Black (2012) who is also Vicar of St John's Church in Peterborough City Centre. Lay members of Chapter represent specialisms from business, finance and property to HR, and also represent different

aspects of the Cathedral community and Diocese.

The Cathedral Staff

Chapter has been working over several years to establish a strong lay-staff team within the Cathedral capable of delivering a high level of service. Staffing works in a collaborative way, with some projects shared between departments. Harmony and respect are important to this way of working. Specialist help, whether through resident staff or contracted-out arrangements, exists in areas such as publicity, media, education and visitors, personnel, Health and Safety, IT, management, property and finance.

Music staff build successful relationships with other staff and this helps them to fulfill areas of their own work in which the skills of these staff are important. In consultation with the Precentor and Director of Music, provision will be made for continued training required by the Music Department Administrator, and regular reviews will be held. Key relationships will be with the music staff, the staff of King's School (from where our choristers are drawn), and the various departments within the Chapter Office.

Peterborough as a place to live and work

Peterborough is a city of nearly 200,000 inhabitants, with good local facilities and excellent transport links. London is only 45 minutes away by the faster trains, and Cambridge is 45 minutes away by car. A number of other centres in Eastern England, such as Leicester and Northampton, are within an hour's drive of Peterborough, and almost anywhere in the Midlands can be reached easily by train; the East Coast line connects Peterborough with York, Durham and Edinburgh. Oakham, Oundle, Stamford, Uppingham and a number of other well-known public schools are within the immediate area. The city centre of Peterborough has benefitted from recent regeneration projects, and boasts a wide variety of cafés, restaurants and pubs/bars, in addition to excellent shopping in the Queensgate Centre and elsewhere. Peterborough is best described as a cross between a traditional Cathedral City and a New Town, enjoying the best features of both.

2. THE MUSIC DEPARTMENT – FURTHER INFORMATION

The Director of Music (Tansy Castledine, September 2018) is responsible for overseeing and directing all aspects of the Music Department. The music department staff comprises the roles of Organist (full time) and Head of Choral Development (part time). There is also an Organ Scholar (full time) appointed annually, Choir Chaperone (part time), Choral Scholars, Lay Clerks, and two singing teachers. A number of parent volunteers also assist with chaperoning the choristers. The Cathedral Choir currently comprises 51 boy and girl choristers who take an equal share in singing the daily services. There are six Lay Clerks, who normally sing seven choral services per week. In addition to the Lay Clerks there are Assistant Lay Clerks who sing on Sunday, and at other major events, a Youth Choir (ages 13-18), and Festival Chorus (adult volunteers).

The King's School and Cathedral Choristers

All choristers are educated at The King's School, Peterborough founded by Henry VIII in 1541, a successful Church of England Academy (day school). King's is one of the highest performing state comprehensive schools of its type nationally, having received an Outstanding rating in the most recent Ofsted and denominational inspections, and places are in high demand locally. It selects some pupils based on academic and musical aptitude, as well as appointing choristers, and awarding Church of England and sibling places. The Director of Music is a member of the Governing Body as a Foundation Governor, and the School's admissions policy allows for nine chorister places (split between boys and girls) in each year group from Year 3 to Year 8.

Lay Clerks and Choral Scholars

The back row of the Cathedral Choir comprises six Lay Clerks and three Choral Scholars, who normally sing seven choral services per week. In addition to the Lay Clerks and Choral Scholars there are three extra singers for Sunday services (Assistant Lay Clerks).

Pattern of choral services

The default weekly pattern for the Choir is as follows:

Monday 1730 Evensong: Boys or Girls (Years 4-8) sing Evensong with Lay Clerks and Choral Scholars; trebles not singing Evensong rehearse

Tuesday 1730 Evensong: Boys (Years 4-8), Lay Clerks, Choral Scholars

Wednesday 1730 Evensong: 'Upper Voices' (Boys and Girls Years 6-8)

Thursday 1730 Evensong: Girls (Years 4-8), Lay Clerks, Choral Scholars

Friday 1730 Evensong: Girls or Boys (Years 5-8), Lay Clerks, Choral Scholars; trebles not singing Evensong rehearse

Saturday – There is no weekly Cathedral Choir duty on a Saturday, though there are several Saturdays throughout the year with duties for the Cathedral musicians (e.g. Ordinations, Old Choristers' services, occasional Evensongs, concerts and other events).

Sunday

Matins 0915

Eucharist 1030

Evensong 1530

(all with Lay Clerks and Choral Scholars; Boys and Girls alternate morning services and Evensong on a week-by-week basis)

Each chorister group also rehearses before school on four weekday mornings.

Concerts and other musical events

The Cathedral Choir has an annual commitment to 3 concerts and also undertakes fund raising events, tours, broadcasts, recordings and other work from time to time. Some of this work attracts additional fees for those involved. Recent CD recordings include a disc of Christmas music produced in 2015, Cheryl Frances-Hoad's *Even You Song*, released in 2017, involving several schools within the Peterborough area, and receiving 4 star reviews in BBC Music Magazine, and Choir and Organ, and in 2019, *Jubilate Deo*. The Choir regularly gives broadcasts on the BBC Choral Evensong programme and aims to tour annually. Most recently the choirs have visited Belgium, Holland, Spain, and the West Coast of America. The choir undertakes a programme of regular concerts, both in the Cathedral and in the Diocese, and has developed and maintained a broad, high quality repertoire from plainsong to contemporary music.

Peterborough Cathedral Music Association (PCMA)

Peterborough Cathedral Music Association, founded in 2009, seeks to bring orchestras, soloists and other professional music-makers to the Cathedral, to enable local amateur singers (such as the Cathedral's Festival Chorus) and musicians to access professional leadership, and to provide opportunities for the choristers to be involved in performances of major works with orchestra such. To date these have included Bach's *John* and *Matthew Passions*, Haydn's *Creation* and Mozart's *Requiem* and *Vespers*, Handel's *Dixit Dominus*, *Messiah*, and *Coronation Anthems* with groups such as Eboracum, His Majestys Sagbutts and Cornetts, the Saraband Consort and Charivari Agréable. The Association is run by the Music Department with the help of committed volunteers, answerable by constitution to Chapter. PCMA is a financially self-generating organisation that uses membership fees, ticket sales and other income to sustain its musical activities. It allows Chapter to promote high standard concert music within the city and region.

The Organs

Peterborough Cathedral organ is one of the finest in the country. The organ was designed by William Hill & Sons in 1894, and was fully restored in 2005. There is also a small chamber organ (at by Kenneth Tickell, and additionally, the Song School (within the Precincts) houses a two manual electronic practice instrument.

3. JOB DESCRIPTION

Peterborough Cathedral seeks to appoint a Music Department Administrator, with effect from 1st February 2021, or as soon as possible thereafter. The successful candidate will play a significant role in supporting the provision of choral music at the Cathedral, and will assist the Director of Music and Canon Precentor in ensuring the highest standards of departmental work at all times. Opportunities will be offered to suitably experienced candidates to lead and manage projects where their skill sets support that. It is hoped that the post holder will be an aspirational and dynamic person who will bring vision and energy to the position.

Job title: Music Department Administrator

Contract: Full-time, permanent

Line Manager: Director of Music

Job summary: Providing daily administrative support to the Music Department to ensure the smooth running of the department. Confidential and comprehensive detailed work will be required.

Specific tasks:

- To be the administrative first point of contact for all matters relating to the Cathedral's Music Department. This includes the choirs, forming effective and positive relationships with the Director of Music, Canon Precentor, Head of Choral Development, Organist, Scholars, Lay Clerks, Singing teachers, chaperones and other key staff (eg King's School staff), and members of the public / other musical organisations
- To work within the wider Cathedral administration as a key point of contact and information sharing on behalf of the Music Department
- To work with the Cathedral Volunteers' Coordinator and Office staff to ensure that all adult members involved in the department are recruited in accordance with the Cathedral's Safer Recruitment process
- To be the first point of contact for all chorister parents and prospective parents
- To be the first point of contact for all Lay Clerks and prospective Lay Clerks
- To be the first point of contact for all Scholars and prospective Scholars
- To maintain accurate records, both computer and paper based accordingly, including databases and contact information for all those involve in the music department
- To maintain up to date noticeboards and communications within the department
- To deal with administration relating to choristers such as preparing the weekly newsletter, termly schedules, registers, transport, chaperone rotas, trips and visit paperwork
- To liaise with the singing teachers and any visiting musicians on matters such as invoicing, safe-guarding
- To assist in the induction of new scholars (including accommodation handover / conclusion / commencement) and Lay Clerks, and any other staff from time to time as may be necessary
- To provide chaperone support to the choristers from time to time as required by the staff team schedule
- To liaise with the Cathedral's adult choir (Festival Chorus) volunteer secretary on matters such as schedule, payments of subscriptions
- To liaise with Peterborough Choral Society committee on PCMA Cathedral Concerts
- To assist the Director of Music in the planning and administration of choir visits, tours, concerts, and CD recordings as may occur

- Administer the smooth running of the Music Department building (no 28, Minster Precincts)
- To take minutes for department meetings and prepare other documents and spreadsheets as required by the Director of Music
- Booking deputy singers and musicians and handling invoices / administrative processes
- To prepare the monthly payroll 48 hours in advance in preparation for sign-off by the Director of Music
- To assist the Hastings Trust (Music Trust) in administrative matters such as taking minutes, preparing paperwork and documentation, liaising with Music Benefactors and other supporters of the Music department
- To support the work of the Cathedral and Department in projects relating to securing the long-term sustainability of the Cathedral Choir
- To carry out social media tasks to help foster and further develop the wider reputation of the department
- To liaise with Visiting Choirs with regard to their bookings and preparation for their visit to Peterborough Cathedral
- To Coordinate social / fund-raising events in partnership with parent volunteers
- To assist the Director of Music and Canon Precentor in any other matter as requested which supports the smooth running and development of the department.

General:

- Adhering to Cathedral Safe-guarding policies at all times, including attending regular training as required by the Cathedral
- To adhere to Cathedral HR policies as contained in the staff handbook
- Supporting the Cathedral Chapter at all times, and specifically members of the Music Department
- To carry out administration tasks within other departments of the Cathedral as may be required, in non-choir term time, such as during the Summer choir break and other choir holidays
- To participate in the Cathedral's annual appraisal scheme

Person Specification

Essential:

- A commitment to the Vision and Values of Peterborough Cathedral, being in sympathy with the values and ethos of the Anglican Church
- Previous experience in an administrative role, including basic accounting and social media experience
- A confident administrator and communicator able to work both independently and within a team
- Be able to relate to people of all ages and backgrounds
- A commitment to the education and inspiration of young people
- A commitment to personal and departmental development
- Educated to A-Level or equivalent, including GCSE English Language and Maths
- Excellent IT skills including Microsoft Office, Outlook, Excel, Powerpoint, Publisher, and web based work
- Ability to manage own workload, priorities, and multi-task
- Excellent interpersonal skills and telephone manner, being able to listen and converse
- Efficient, well organised, friendly and with a sense of humour.

- Able to work in a calm and polite manner, with attention to detail, instinct, and good judgement
- Able to handle confidential information with respect and discretion

Desirable

- Some knowledge of the Church of England and its structures and processes
- Someone in sympathy with the aims and practices of the Church of England
- Some knowledge or experience of music within a church, cathedral, county, or educational environment
- HNC/HND Administration and Information Technology (or equivalent)

Further details

Salary: £20,000 per annum based upon a 40 hour week

Hours: Monday – Friday, 0830-1830 flexible, with a half hour unpaid lunch break, in consultation with your line manager.

Due to the nature of the post, the post-holder will be required to be flexible in the starting and finishing times / days from time to time to meet operational needs of the department. The post holder will also be required to work occasional evenings / weekends (such as for a Saturday concert / recruitment days, or at Sunday special services): time off in lieu will be offered. During the choir’s rest periods such as the Summer and half term holidays, you may be required to undertake work within other departments of the Cathedral, upon prior agreement and subject to Music Department on-going work being completed adequately during that time.

Place of work: Your main place of work is 28 Minster Precincts, Peterborough Cathedral, Peterborough, PE1 1XZ

Holidays: 25 days per year plus bank holidays, to be taken during choir breaks (school half terms, the weeks immediately after Christmas and Easter, and during the school summer holiday).

Probation: The position is subject to satisfactory 3month probation period.

Pension: Enrolment in the Cathedral’s pension scheme is automatic upon completion of the probation period.

Equal opportunities: The Cathedral is an equal opportunities employer.

Safeguarding Policy

The Cathedral is committed to safeguarding and promoting the welfare of children and young persons, and all employees, students and volunteers must ensure that the highest priority is given to following guidance and regulations to safeguard children and young people. This appointment is subject to the usual safeguarding checks, which will be carried out after interview for the successful candidate. If you are shortlisted, as part of our safer recruitment, we need to see documents and photo ID such as a passport, driving licence and a utility bill. These documents should be brought with you to your interview if called, and will be used for the DBS process.

How to apply

Making an application

If you have further questions about this post prior to application, please contact Tansy Castledine, Director of Music on 01733 355318 (Office) or via e-mail at: tansy.castledine@peterborough-cathedral.org.uk

Applications should be sent by e-mail to [dean.pa @peterborough-cathedral.org.uk](mailto:dean.pa@peterborough-cathedral.org.uk)

Please be sure to supply the following in your application:

- The standard completed application form
- A covering letter stating how you meet the requirements for this post
- The names and contact details (including both telephone numbers and e-mail addresses) of **three** referees (see below)

Referees

One of your referees should be your current or most recent employer. In some cases two of these three may overlap, but three referees are still required in total. In each case please state the referee's relationship to you.

The closing date for applications is 8th January 2021 at 0900. Short-listed candidates will be invited to for interview in the week commencing 11th January 2021. As part of the selection process, candidates will be required to complete some administrative tasks, in addition to having a tour of the premises, and interview.