



APPLICATION PACK

HEAD OF CHORAL DEVELOPMENT PETERBOROUGH CATHEDRAL



APPOINTMENT OF HEAD OF CHORAL DEVELOPMENT PART-TIME, 0.6

INTRODUCTION

The Chapter of Peterborough Cathedral is seeking to appoint to the role of Head of Choral Development, following a re-structure that will result in an increase of Music Department staffing. This part time position (3 days per week) is available from September 2020.

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

The post of Head of Choral Development provides a significant opportunity for a talented Church musician to have a significant impact on, and input to the musical life of the Cathedral. Chapter is looking for a Head of Choral Development 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.

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 staff team within the Cathedral capable of delivering a high level of service in different areas. 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 Head of Choral Development, and regular reviews will be held. Key relationships will be with the music staff, and verging, marketing, HR, and education teams. Whilst the role is part time, it is expected that the Head of Choral Development will wish to take a full part in music team meetings held on a day of work for the post holder, and that they will want to actively involve themselves with all projects that benefit the music department and promote the Cathedral's vision and values.

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. From September 2020, the music department staffing will also include the roles of Organist (full time), and Head of Choral Development (part

time), appointments that will be made during 2020 in readiness for the new academic year. There is also an Organ Scholar (full time) appointed annually, a department Administrator, Choir Matron, and two singing teachers. A number of parent volunteers also assist with chaperoning the choristers.

The Cathedral Choir comprises forty-nine 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 gift from a charitable trust enabled the introduction of Choral Scholars from September 2014, and there is also 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, and currently 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.

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. As of January 2020 there are 18 Boy and 22 Girl choristers in total. Five boys and four girls are currently probationer choristers in Year 3. Choristers in Year 4 sing some services and are omitted from others to be given additional training.

Since April 2013 the Cathedral Youth Choir has enabled both Boy and Girl former choristers to remain in contact with the Cathedral, and to develop their choral singing skills, in some cases toward university choral scholarships. The Youth Choir rehearses once a week, and currently sings approximately one weekday service per month in the Cathedral, including on occasional Sundays. It also joins with the Cathedral Choir for concerts and it is anticipated that the Youth Choir's role and schedule will continue to develop under the leadership of the newly appointed Head of Choral Development.

Lay Clerks and Choral Scholars

The back row of the Cathedral Choir comprises six Lay Clerks and since 2014, 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), making a team of nine Lay Clerks and three Choral Scholars.

Pattern of choral services

The default weekly pattern is currently 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 - No regular duties

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)

The Boy and Girl choristers thus share duties on an equal basis. Special services and other events are shared as equitably as possible between the two groups, who also combine from time to time for major services and concerts. Each chorister group rehearses before school on four weekday mornings.

A choral Eucharist replaces weekday Evensong at 17:30 on some major feasts. On Sundays Matins is sung at 09:15, Eucharist at 10:30 and Evensong at 15:30. A full rehearsal of around 25 minutes is held (usually in the Cathedral) before each service. The six full-time Lay Clerks and three Choral Scholars rehearse with the choristers from 16:30 on a Friday.

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).

Concerts and other musical events

The Cathedral Choir undertakes concerts, 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, and Spain, and in February 2020 will visit 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 activities. It allows Chapter to promote high standard concert music within the city and region. These performances are normally conducted by the Cathedral's Director of Music and depending on their nature, may require the Head of Choral Development to take occasional part in these concerts, performing appropriate roles according to their skills.

Repertoire

In recent years the Cathedral Choir has developed and maintained a broad, high quality repertoire from plainsong to contemporary music. It is expected that the new Head of Choral Development will help to shape the repertoire further, holding in balance the needs of the liturgy, the diversity of the sacred choral music repertoire from many countries and denominational traditions, the specific heritage of the Anglican choral tradition, and the developing choral resources available at Peterborough. Chapter expects the Head of Choral Development to maintain and develop excellence in the standard of the choice of Choral music as well as in its performance. The Music Department has access to Sibelius music processing software and good photocopying facilities for any music that can legally be copied.

The Organs

The Cathedral organ is one of the finest in the country. The organ, in its current location in the north nave triforium, was designed by William Hill & Sons in 1894, incorporating pipework from a previous Hill screen organ dating from 1868. It was rebuilt in 1930 by Hill, Norman and Beard, and then in 1981 by Harrison & Harrison. Following the fire of 2001 the organ was fully restored in 2005 with modern playing aids and a stepper. With around 80 speaking stops spread over four manuals and pedals, it is a sizeable instrument equally at home accompanying a choir or in solo repertoire. In 2016 the work was completed to bring the instrument down to concert pitch from Old Philharmonic pitch. At the same time several small changes, such as new Swell box mechanisms and Tremulants and the provision of three new ranks of pipes,

including a very dramatic *tuba mirabilis*, have been made. There is also a five-stop chamber organ (at A=440) by Kenneth Tickell, whose workshop is in Northampton in the Diocese of Peterborough. This has recently been cleaned, renovated, and the pipes fitted with tuning slides to enable tuning in a variety of temperaments. Additionally, the Song School (within the Precincts) houses a two manual electronic practice instrument running Hauptwerk, and the body of a four manual electronic, currently ear-marked for re-development to run the Peterborough Hauptwerk sample by the end of 2020.

3. JOB DESCRIPTION

Peterborough Cathedral seeks to appoint a Head of Choral Development with effect from 1st September 2020. The successful candidate will play a significant role in the provision of choral music at the Cathedral, and will assist the Director of Music in ensuring the highest standards of Cathedral music making at all times. The scope for this newly created position is extremely wide and marks an exciting development in the choral life of the Cathedral as it seeks to increase success and expand the Cathedral's mission through outreach and partnership work. Significant opportunities will be offered to suitably experienced candidates. It is hoped that the post holder will be an aspirational and dynamic musician who will bring vision and energy to the position, undertaking this as part of a portfolio of work with children and young voices. The possibility for expansion to the role may exist in due course dependant upon the outcomes of the partnership programmes, and extra fees may be available for the right candidate, for occasional special services.

The Head of Choral Development role is a part-time, Cathedral term time position with the post holder required to be in attendance for full days on Mondays, Wednesdays and Fridays. Additionally, and notified well in advance, up to 6 Saturdays across the year will be required for concerts or chorister extra events, along with attendance for Harvest Festival Sunday morning, Advent Sunday morning, and Christingle (usually, but not exclusively on the Sunday afternoon before Christmas). The boy and girl choristers give an annual recital (usually weekday evenings once per year between 1830-2000) and chorister trials usually take place in November. Some flexibility is offered in when these will take place, as attendance would be expected. There is no requirement for the post holder to attend over the holy days of Christmas or the Triduum of Easter.

The responsibilities of the post include, but are not limited to:

- rehearsing and directing the Cathedral choristers in preparation for appropriate Cathedral services
- directing Wednesday Evensong (Upper voices)
- directing the Cathedral choirs in rehearsals and services upon the occasional absence of the Director of Music
- leading and directing the Cathedral Youth Choir in rehearsals and services in consultation with the Director of Music
- participating in the planning of services, events, and concerts
- providing training and guidance in matters of choral direction and vocal development to the Organ Scholar
- developing a partnership programme for singing, with the aim of engaging local people in using their voices within the Cathedral and exploring whether a Children's Choir is viable

within the Cathedral context

- leading sessions on primary and young voices' singing for school teachers
- leadership of an annual Cathedral Children's Musical Project
- assisting with chorister auditions
- developing and delivering the chorister training schemes covering years 3-5
- Managing the pre-probationer Singing club (this is currently run by a chorister singing teacher)
- attending Department meetings, and where necessary Cathedral meetings

Person specification

The successful candidate will be a talented, dynamic, and motivated musician who is supportive of the worship, ministry and ethos of Peterborough Cathedral. In particular he/she will be:

- An outstanding musician of ability and experience; conducting choirs to the highest level, imaginative and creative musician, assured keyboard player, confident in his/her own vocal skills and technique, ability to develop the musicianship of young people
- An inspiring and dedicated teacher who can relate well to musicians of all ages and backgrounds, inspiring and enthusing potential new singers
- A positive communicator with strong interpersonal skills both written and verbal. Someone capable of inspiring both professional and amateur musicians, and who can also relate well to non-musicians
- A person who has passion for choral music in liturgy and a strong commitment to church and cathedral music and how singing can contribute to worship
- A person with a deep understanding of liturgy, who can respond imaginatively to help shape the liturgy through his/her choral work
- A person of positive outlook and vision who can create an enduring partnership scheme to enable wider access to singing
- A good team player who can relate well to other cathedral staff and is also able to take initiative when required
- An efficient administrator who can work to deadlines and prioritise his/her workload and has appropriate computing skills to support his/her work
- A professional who is dedicated to achieving high standards for him/herself and others, who prepares well, and who is appropriately self-critical
- A person who will exercise reasonable flexibility in his/her working hours where necessary, and who is prepared to undertake early morning and evening rehearsals and events as required on his/her days of work

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 can be used for the DBS process.

Terms and conditions

Salary

The Head of Choral Development will be offered a salary of up to £28,000 p/a pro rata depending on experience. The salary is subject to annual review, and in addition, fees may be available for occasional extra services such as weddings and funerals. Any such additional income is paid through the normal monthly payroll.

Tenure

This post is permanent, subject to a two-term probationary period. Thereafter, Chapter will give not less than a term's written notice if the appointment is to be terminated and, if the Head of Choral Development wishes to vacate the post, not less than a term's notice in writing is required.

Pension Scheme

A pension scheme, to which Chapter contributes, is available to the Head of Choral Development once he/she has successfully completed the two term probationary period for this employment.

Benefits

The Head of Choral Development may use the Cathedral music department facilities for the benefit of their work, so long as such activity is properly co-ordinated with the other musicians and other diary users and is within the Cathedral's reasonable 'out of hours' policy. A computer and office desk space will be provided for the role (at number 28 Minster Precincts – the Song School), and a staff discount is available in the Cathedral shop and tea room (Sundays).

Schedule and Leave of Absence

The Head of Choral Development position is a Cathedral term time position. The role requires the post holder to be in attendance for a full day on Mondays, Wednesdays and Fridays during Cathedral Choir terms, which are slightly longer at Christmas and Easter than standard school terms. The chorister schedule includes daily choir rehearsals and services throughout state school terms (usually around 39 weeks a year) plus additional occasional work during Harvest, Advent and Christmas, and other special Cathedral occasions and concerts as notified in advance. The Head of Choral Development is expected to be in attendance at practices and services that happen on his/her days of work, and is also expected to be on duty when the choir makes recordings, undertakes tours, and carries out auditions for choristers for which advance notice will be given. Up to a further 12 days per year are included for within the contract to take account of these, which may include up to 6 Saturdays across the year.

There are daily morning rehearsals for choristers which take place between 08:00-08:55 Monday – Friday inclusive which the Head of Choral Development will be required to attend. During the week, afternoon rehearsals followed by evening services require the Head of Choral Development to be available between 15:30-18:30. During the remainder of the day, preparation, planning, and project work will take place.

There may be occasional variations to this schedule and some flexibility will be required. When the choir is on vacation, and with the exception of any cover period, the Head of Choral Development may also be on leave, providing that due care and attention is paid to maintaining

appropriate levels of planning and preparation, and administrative duties. The cover period (non choir weeks) is divided between all musicians equally across the year and is agreed in advance with the Director of Music.

Outside Work

Chapter understands the importance of developing and maintaining other freelance work, and it is expected that the Head of Choral Development will undertake other work opportunities in addition to their role at Peterborough Cathedral. Choir holiday and days of non chorister commitment naturally give the best scope for such work, but there may be the possibility for the Head of Choral Development to undertake further outside engagements on occasional days of chorister work, for which permission must be sought from the Director of Music in good time. These would be granted for such things as concerts and recitals, teaching and so on. The musical requirements of the Cathedral and choir will be borne in mind with a view to whether the absence from duties can be appropriately covered by other members of the Cathedral's music team.

How to apply

Making an application

If you have further questions about this post prior to application, please contact Tansy Castledine, Director of Music directly on 01733 355316 (Office) or via e-mail at: tansy.castledine@peterborough-cathedral.org.uk

Applications should be made in writing and sent by e-mail to: dean.pa@peterborough-cathedral.org.uk

All applications will be acknowledged upon receipt. The closing date for applications is Friday 24th January at noon.

Please be sure to supply the following in your application:

- The standard completed application form
- A full CV
- 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, one should be a professional working in the field of church music, and one should be a member of the clergy with whom you are working or have recently worked. 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.

Interviews and auditions

Interviews and auditions will be held on Monday 3rd February 2020 and candidates will be required for the full day. Short-listed candidates will be asked to complete a number of tasks during the interview process, which will include an audition working with the choristers, and a

panel interview.

All short-listed candidates will be invited to submit up to three examples of their work (e.g. programmes, recordings, articles, copies of diploma or degree mark sheets, or similar) which in the candidate's view best support their application and attest to the quality of their work in cathedral music or a related discipline. This is an optional opportunity for short-listed candidates further to enhance their application prior to interview. Any such material must be submitted by Thursday 30th January and will be returned to candidates after use.

