



St Mary Magdalene - Director of Music and Organist Job Description 2023

Overview

This is an exciting opportunity for a gifted musician to develop the music of a growing, inclusive church with a strong choral tradition. We seek in our Director of Music and Organist ('Director of Music' below) someone who is

- skilled in training an amateur choir, supplemented with Choral and Organ Scholars, and developing the singing of the congregation
- inspiring in the development of our adult singers
- imaginative in helping us to reestablish a junior choir
- an excellent organist
- keen to work collaboratively
- keen to offer music that will engage the whole congregation
- liturgically aware, committed and flexible.

Context

St Mary Magdalene is a thriving, inclusive church which, together with St Matthias and St John the Divine, makes up the Richmond Team Ministry. The Church of St Mary Magdalene is the oldest place of worship in the town of Richmond. The church is of a central liberal tradition and the Richmond Team Ministry is a member of Inclusive Church.

The present pattern of Sunday worship is as follows:

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| 8.00 am | Said Holy Communion |
| 9.30 am | Sung Eucharist (occasionally an All Age Eucharist) - congregational mass settings with a monthly Choral Eucharist; choir sing an anthem, four hymns, responsorial psalm |
| 11.30 am | (once a month) Sung Matins - said responses and canticles; two hymns |
| 6.30 pm | Choral Evensong: sung responses, canticles, Anglican chant psalm and anthem, two hymns |

On special occasions, such as the Advent Carol Service, the Festival of Nine Lessons and the evening of Good Friday, the choir is much larger. Our core hymn books are Common Praise and the New English Hymnal, which we augment with material from other sources.

Music is central to our worshipping life. The congregation at St Mary Magdalene appreciates high quality organ and choral music as an aid to worship as well as the opportunity to participate fully in musical aspects of the liturgy.

There is more information about the Richmond Team Ministry on our website
www.richmondteamministry.org

Person specification

Essential

The Director of Music must

- be an excellent and experienced organist in performing and accompanying choirs (ARCO or equivalent qualification as a minimum)
- be a skilled choir trainer who can work with singers with a wide range of abilities
- have a good understanding of liturgy and of the role of music in worship
- enjoy a range of musical styles
- be able to work sympathetically within our church tradition
- be a sensitive and inspiring leader, and an easy communicator, to bring the best out of choir and congregation
- be a team player, able to work collaboratively with the Team Rector and other ministers, with church officers, bell ringers, musical colleagues and members of the congregation
- be enthusiastic about the reestablishment of a junior choir
- be sociable
- have good computer skills for administrative duties
- be prepared to work within and committed to our Safeguarding procedures and be subject to an enhanced Disclosure and Barring Service check.

Desirable

The Director of Music should

- be open to exploring fresh ways of enhancing the music in the liturgy
- be keen to embrace the musical gifts present in the congregation
- be keen to develop the broader involvement of children and young people within the musical life of St Mary's
- be committed to liaison with local schools as a means of developing the musical life of St Mary's
- be supportive of St Mary's developing band of bell ringers
- be keen to promote St Mary's as a venue for concerts and other musical events
- be able to bring a good sense of humour to the work

It is not essential that the Director of Music is a practising Anglican, but the successful candidate must be sympathetic to the Anglican tradition as it is expressed in the Richmond Team Ministry.

Job description

The Director of Music is to

- lead the weekly choir practice (at present on a Thursday evening) and rehearsals before the 9.30am and 6.30pm services (to end in time to allow for bells to be rung and sometimes a pre-service voluntary to be played)
- conduct the choir and play the organ (or piano where appropriate) at Sunday services and festivals, playing voluntaries before and after the service, accompanying, and improvising as needed
- act as line manager for the Assistant Organist, Choral and Organ Scholars
- continue to develop the Choral Foundation, recruiting and training the Choral and Organ Scholars
- seek to maintain and build up the choir, working to recruit new members and develop both the skills of choir members and the current musical repertoire
- help engage the congregation in worship through the choice and presentation of music
- work with colleagues towards the reestablishment of a junior choir
- select appropriate music for services, in collaboration with the Team Rector or other ministers
- meet with the Team Rector, other ministers and colleagues, for the planning and review of music in worship
- fulfil the role of Director of Music at Festivals and Holy Days observed at St Mary Magdalene, and to support the music at those observed at other churches in the Team (see below)
- to make reasonable endeavours to play and arrange the music for weddings, funerals and memorial services held at St Mary Magdalene, for which fees are payable
- to book and prepare the choir to sing at weddings, funerals and memorial services as required
- to maintain a recitals programme (currently a monthly recital series), book players, agree programmes, and to help coordinate any other concerts as required
- to encourage and support the social life of the choir
- to oversee the maintenance and tuning of the organ and piano
- to oversee the maintenance, development and organisation of the music library
- to comply with Health and Safety requirements, including making Risk Assessments
- to comply with our Safeguarding Policy - this includes being subject to an enhanced DBS check

Festivals and Holy Days

St Mary Magdalene, in collaboration with the other two churches in the Team, observes the major festivals of the Church, including those that do not fall on Sundays, when the choir is expected to sing. These include festivals which are kept as Team Services (rotated around the churches from year to year), at which the Director of Music is expected to assist or lead in the preparation of a Team choir and/or to play at the service. These services are currently: Candlemas, Ash Wednesday, Maundy Thursday, Good Friday, Easter Day Dawn Eucharist, Ascension Day, Evensong prior to the Annual Parochial Church Meeting, All Souls Eucharist, Christ the King. Some festivals are always celebrated at St Mary Magdalene and the Director of Music is expected to conduct and/or play the organ and (where relevant) to prepare the choir. These at present are: Music and Readings for Good Friday, Advent Carol Service, Festival of Nine Lessons and Carols, Christingle Services on Christmas Eve, Christmas Midnight Mass, Christmas Morning Eucharist.

The Choir

The choir has over 30 members and is a blend of non-auditioned adult volunteers and Choral Scholars (usually 4, SATB). Not all of the adult volunteers sing regularly at all services, with some singing only for the 9:30am and others at the 6:30pm and some at both services. Supporting the Director of Music with rehearsals and services is an Assistant Organist.

There is a good level of musicianship in the choir, and the choir enjoy socialising after Thursday rehearsals and Sunday Evensongs with occasional extra social events such as group meals and parties. The choir have toured regularly, usually around once a term with recent visits to sing with the choir of Queens' College, Cambridge, choirs of local churches in and around London and also on their own as a visiting choir at Southwark Cathedral.

The Choral Foundation

In 2017 St Mary Magdalene Richmond set up a Choral Foundation with the following aims:

- To enrich the worship at St Mary Magdalene through music
- To grow the choir and repertoire
- To develop the musical skills of individuals through scholarships

Money for the scholarships comes from 2 generous legacies left to the church and from collections at recitals. The Choral and Organ Scholars help to enhance and support the choir of St Mary Magdalene.

Four Choral Scholars are usually appointed each year, with one scholar per part (SATB). As well as having the opportunity to expand their knowledge of repertoire and technique, the scholars will be able to improve their abilities through a vast array of music making. The scholarship can serve as a solid foundation for those looking to seek choral scholarships at a university or college, and/or can help to consolidate and expand skills of those who may be studying at university or conservatoire.

The position of Organ Scholar involves assisting the Director of Music in all musical aspects of the services and rehearsals. There are many opportunities for playing, conducting and contributing to the general running and organisation of the music department, which includes some work in managing the choir library. The scholarship can be designed to suit each candidate's needs, focusing on conducting, playing, or a balance of the two. Occasionally two organ scholars are appointed depending on the availability of funding.

Each Scholar is expected to be present at all rehearsals and services during term time, as well as major Feast Days (Advent, Holy Week and Easter, Ascension Day, etc.) and concerts which may fall outside of term. Although not expected for Midnight Mass/Christmas Day, scholars will be expected to attend all other Advent, Christmas, Holy Week and Easter services. 6 weeks 'holiday' is permitted during the term of the scholarship by agreement with the Director of Music. The Scholars may also have many opportunities for solo performances through the year by mutual agreement with the Director of Music. It is hoped the Scholars will have a thorough involvement in the music making and life of the church.

Junior Choir

The Junior Choir of St Mary Magdalene is part of the Choral Foundation scheme that began in September 2017. Prior to the Covid-19 pandemic, we had established a Junior Choir of around 8-10 members that was made up of children between the ages of 8 and 18 who sang with the adult choir at some of the services. We are looking to re-establish the Junior Choir and take advantage of the rich resources that are available in the area. The format of the Junior Choir is not fixed and we would welcome a Director of Music who can develop a dynamic and inspiring music programme to inspire the next generation of singers. Previously, St Mary Magdalene encouraged the use of the RSCM Voice for Life scheme to all members (including adults) of the choir to further their choral skills and musicianship.

The Organ

The first organ was built by Thomas Wright in 1770, originally located in the west gallery. In 1840 it was enlarged by James Blyth and in 1866 'improved' and moved to its present position by Hill & Sons. It was dismantled to allow construction of the new chancel and then in 1907 rebuilt by Walker & Sons, using many of the old components. It was again enlarged in 1928 and extensively restored/rebuilt in 1999.

The specification of the organ is available from the National Pipe Organ Register www.npor.org.uk/NPORView.html?RI=N00932

St Mary Magdalene also has a Blüthner grand piano.

Practice & private teaching

The organ is available for practice when the church is not otherwise being used. The organ is available at most times.

At times when the church is not otherwise being used, the Director of Music may use the church and its instruments for private teaching, complying at all times with our Safeguarding Policy.

Summary of key Terms and Conditions

Contract	A contract of employment will be drawn up between the Director of Music and the Parochial Church Council (PCC) of the Richmond Team Ministry.
Key contact	The key contact from the Richmond Team to whom the Director of Music will be accountable will be the Team Rector or a deputy nominated by the Team Rector.
Holidays	The Director of Music is entitled to five Sundays off each year. The PCC will meet the cost of deputising fees for these Sundays. Deputies must be fully competent for the duties required.
Remuneration	The Director of Music will be paid an initial salary of £10,500 - £12,000pa, paid monthly in arrears by bank transfer. There will be opportunities to earn further income from fees by playing for occasional offices.

Full terms and conditions of service are set out in the contract.

Note

The job description is an operational document that does not form part of the contract of employment. It may be that from time to time the Director of Music is expected to perform tasks that may not be expressly stated in the job description but are nonetheless necessary in the performance of the duties of the post. The Richmond Team Ministry reserves the right to amend the job description as may from time to time be necessary to meet changing needs.

For an informal conversation, contact the Team Rector, Revd Wilma Roest,
on 020 8940 4602 or rector@richmondteamministry.org

Closing date: 5.00pm on Monday 24 September 2023
Interviews and auditions: Saturday 14 October 2023

This post is subject to enhanced DBS Disclosure