



DURHAM CATHEDRAL

Vacancy for Music Administrator

Job Title:	Music Administrator
Location:	Durham Cathedral
Status:	Permanent
Hours:	37.5 hours per week
Salary:	£20,627.99 per annum (Subject to Job Evaluation)

Durham Cathedral wishes to appoint a Music Administrator on a full time basis. The Music Administrator works as part of the team which delivers the liturgical and musical life of the Cathedral under the direction of the Precentor. The Music Administrator reports directly to the Master of the Choristers and Organist, and supports the department in the delivery of the Cathedral's substantial musical programme.

You must have experience in providing efficient and effective administrative and secretarial support. You will be able to read music. Ideally you will have knowledge of liturgical texts and you must be familiar with a range of IT software including Word and Excel. You must be able to work with minimum supervision and also as part of a team.

Safeguarding

This post is subject to completion of a confidential self-declaration form and an Enhanced DBS with Children Barred list check. This post involves Regulated Activity.

Durham Cathedral is committed to safeguarding. Safeguarding is everyone's responsibility. For further details, please refer to our Safeguarding Policy Statement.

For an application pack please go to: <https://www.durhamcathedral.co.uk/about-us/jobs>

Closing date for receipt of completed application form: 09:00am Monday 8th August 2022.

Shortlisting date: Monday 8th August 2022.

Interview date: Wednesday 10th August 2022.

Preferred start date: As soon as possible.