



**DURHAM
CATHEDRAL**
THE SHRINE OF ST CUTHBERT

Music Administrator

JOB DESCRIPTION

JOB TITLE:	Music Administrator
JOB No:	PR006
ACCOUNTABLE TO:	Master of the Choristers and Organist
REPOSIBLE FOR:	No line management responsibilities.
RELEVANT TO THIS JOB:	This job role is subject to an Enhanced DBS with Children Barred list check.
LOCATION:	Durham Cathedral
KEY RELATIONSHIPS:	Precentor, Sub-Organist, Chorister Supervisor, Lay Clerks, Choral Scholars, Chorister Parents, Choristers, PA to the Precentor, Minor Canon for Liturgy and Learning, Porters, Vergers, Events Officer, general public.
BACKGROUND:	<p>The Precentor is responsible to the Chapter for the Liturgical and Musical life of Durham Cathedral. As such, he oversees a team of people which includes the Music Department, the Liturgical Office, and the Vergers. We are one team in which no one is the whole of one part but everyone is part of the whole. This team supports and administers an extensive daily, weekly and annual round of Cathedral services and events. We aspire to the highest standards of liturgical and musical excellence both in order to glorify God and complement the architectural splendour of the Cathedral.</p> <p>The Music Department is led by the Master of the Choristers and Organist, assisted by the Sub-Organist, and Music Administrator, and delivers the substantial musical programme of the Cathedral, including the Cathedral Choir, Consort of Singers and the many visiting choirs who sing during the course of the year, as well as close liaison with the Durham Cathedral Schools Foundation where the Choristers are educated.</p> <p>The Liturgy Department is led by the Precentor who works with the Minor Canon for Liturgy and Learning and the</p>

	Precentor's Office Manager in organising and developing both the regular worship of the Cathedral and the many special services held for local organisations and schools.
JOB SUMMARY:	To provide efficient and effective administrative and secretarial support to the Music Department, and on occasion, to the Precentor.

KEY DUTIES AND RESPONSIBILITIES:

1. Liaison with chorister parents, lay clerks and choral scholars in relation to the day to day running of the department.
2. Budget monitoring: prepare purchase orders, invoices, and record all planned expenditure in accordance with guidelines.
3. Choir Schedules: ensure that the termly schedules are prepared in accordance with agreed timescales.
4. Prepare the draft music planning document.
5. Prepare and produce the fortnightly service schedule.
6. Update the Cathedral website as appropriate, including uploading the fortnightly service schedule.
7. Oversee, in collaboration with the Sub-Organist, the administration of visiting choirs who sing during the Cathedral Choir's holidays as well as at other times.
8. Take a lead in the organisation of Music Department concerts, tours, visits and recordings, including liaising with artists, and the preparation and production of publicity materials and printed programmes in collaboration with the Events department.
9. As Chorister Recruitment Officer, take responsibility for the organisation of Chorister recruitment events, including the termly Chorister Experience events, in collaboration with Durham Cathedral Schools Foundation and the Education Department.
10. Update and administer the Music Department social media accounts as required in collaboration with the Marketing and Digital Department.
11. Organise monthly organ tuning and termly piano tuning in accordance with guidelines. Organise additional tuning as required.
12. Assist the Choir Librarian in the maintenance of the Music Library, including the typesetting of existing music and the ordering and binding of new copies.
13. Act as administrator for the Cathedral's Music Outreach Programme.
14. Supervision of Choristers.
15. All administration associated with the Music Department.

The main duties and responsibilities of your post are outlined in your job description. This list is not exhaustive and is intended to reflect your main tasks and areas of work. Changes may occur over time and you will be expected to agree any reasonable changes to your job description that are commensurate with your banding and in line with the general nature of your post. You will be consulted about any changes to your job description before these are implemented.

COMMON DUTIES AND RESPONSIBILITIES:

Health and Safety

Under the Health and Safety at Work Act 1974, whilst at work the post holder must take reasonable care for his/her own health and safety and that of any other person who may be affected by his/her acts or omissions. In addition, the post holder must co-operate with the

Cathedral on health and safety and not interfere with or mis-use anything provided for his/her health, safety and welfare.

Confidentiality

The post holder must comply with Durham Cathedral's policies and procedures regarding the sharing of confidential and personal data.

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. If at any time the post-holder sees or hears anything that could suggest a safeguarding risk or has any other reason to be concerned, it should be reported immediately to the Cathedral Safeguarding Officer. Safeguarding is everyone's responsibility

Equality, Diversity & Inclusivity

Durham Cathedral is committed to promoting a diverse, non-discriminatory and inclusive community that gives everyone an equal chance to learn, work and live free from discrimination, bias and prejudice. Our equality policy includes responsibility for all staff to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.



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PERSON SPECIFICATION

This section outlines the requirements and qualities the post-holder needs in order to fulfil the post. These are divided into 'essential' and 'desirable' criteria. 'Essential' criteria are those that the post-holder absolutely must have in order to do the job; that is the job cannot be done without those qualities. 'Desirable' criteria are those qualities that would be either useful, an advantage or preferable to have in order to do the job or those which can be trained to do; that is the job can be done without those qualities. The table below also identifies how the criteria will be assessed.

Please ensure that you demonstrate, as a minimum, the 'A' criteria on your application form.

A: Application Form

I: Interview

A & I: Application Form & Interview

Ref:	Criteria	Essential / Desirable	A /I
	QUALIFICATIONS		
1.	Educated to GCSE, with Maths and English (or equivalent).	Essential	A
	Further qualifications relevant to the post (e.g. music qualifications, Business Administration)	Desirable	A
	EXPERIENCE		
2	Experience of dealing with confidential and sensitive information	Essential	A&I
3.	Experience of providing administrative support in a workplace	Essential	A&I

4.	Experience of using MS Office, including Word; Excel; and Powerpoint in a work based setting.	Essential	A
	Experience of working in a Liturgical setting	Desirable	A
	Experience of the Anglican Choral tradition	Desirable	A
	Experience of using Sibelius software	Desirable	A
	KNOWLEDGE		
	Knowledge of Liturgical texts including: the Bible, Book of Common Prayer, Common Worship, hymn books	Desirable	A
	SKILLS / APTITUDES		
	Strong administrative skills, with meticulous attention to detail.	Essential	I
	Strong organisational, time management skills and the ability to manage competing priorities.	Essential	I
	Excellent IT and digital skills including MS Office.	Essential	I
	Excellent interpersonal and communication skills, both written and verbal.	Essential	I
5.	Ability to read music.	Essential	A
	PERSONAL ATTRIBUTES & COMPETENCIES		
	Ability to work as part of a small team and independently.	Essential	I
	Ability to remain calm in difficult and challenging situations.	Essential	I
	Ability to build strong and effective working relationships with line managers and employees.	Essential	I
	Demonstrates empathy with vision and mission of Durham Cathedral	Essential	I
	Appreciation of liturgical music	Desirable	I
	CIRCUMSTANCES		
	Must be willing to work flexibly on occasion.		