



# Application Pack

**Ref: WA340**

**Music & Chorister Recruitment  
Coordinator, Westminster Abbey**

**Salary £36,314.35 per annum**

**Full time – Maternity cover**

**Closing Date: Friday 16 August, noon**



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# About Westminster Abbey

Above all else, the Abbey is a church, a place of prayer and praise and holy ground at the heart of the nation. It is also a treasured part of Britain's heritage and a leading venue for tourism. The Abbey has occupied a central place in the celebration of great events for the nation and remains one of the most beautiful architectural masterpieces in Britain.

A living Church, Westminster Abbey is where the coronation of Kings and Queens has taken place since 1066, and where many of the Kings and Queens of England and of the United Kingdom are buried. Principal among them is St Edward the Confessor, King of England from 1042 to 1066, whose shrine is at the heart of the Abbey Church. Beside and around them are buried or commemorated many of the great women and men from almost every century of British history: statesmen and politicians, lawyers, warriors, clerics, writers, musicians and artists.

Neither a cathedral nor a parish church, Westminster Abbey (or the Collegiate Church of St Peter in Westminster, to give it its correct title) is a Royal Peculiar under the jurisdiction of a Dean and Chapter, and with direct accountability to the Sovereign. This relationship with the Sovereign dates back to the origins of the Abbey over a millennium ago, but its current form stems from the Charter granted to the Abbey by Elizabeth I on 21<sup>st</sup> May 1560.

We are a welcoming community, though also complex and multi-faceted, with around 600 highly committed employees and volunteers. We have deep respect for the heritage of which we are the custodians, whilst we evolve continuously to meet the opportunities of the future. In recent times, this has included the creation of new departments to focus on transforming our digital presence and delivering a significantly expanded programme of public and community engagement. In addition, our newly created Employee Engagement Forum and Social Engagement programme are helping us to support and develop our staff and volunteers. We have also reshaped our governance arrangements, including a Strategic Board, established last year, to help us navigate the challenges and opportunities of the coming decades.

## **The Dean and Chapter of Westminster defines our Mission in these terms:**

- To offer daily divine Worship to Almighty God and resource the Church in this vocation;
- To serve the Sovereign;
- To proclaim the Gospel to the nation and Commonwealth, celebrating the distinctive witness of the Christian faith and engaging with the public square;
- To provide a safe, welcoming and inspiring environment for all who come to the Abbey;
- To care for the precious resources entrusted to us: our people, partnerships, buildings, heritage and money.

Following the State Funeral of Queen Elizabeth II and the Coronation of King Charles III and Queen Camilla, which were broadcast to national and international audiences in their millions, interest in the Abbey is very strong. We attract over a million visitors from around the world every year, and our summers and peak period are incredibly busy. However, we receive no regular income from the State, the Church of England or the Crown, and rely almost entirely on income from visitors.

**It is an exciting time to join the Abbey, and we look forward to receiving your application and, if successful, welcoming your contribution to the Abbey's history.**

# Music at Westminster Abbey

The British Choral Tradition is judged throughout the world to be an important part of our national heritage and the spiritual treasury of the Anglican Church, and the Abbey's choir plays a central role in nurturing this tradition nationally and internationally through the excellence of its contribution to our public worship and through an active programme of concerts, recitals, recordings, broadcasts and occasional tours.

The Abbey Choir forms an integral part of the structure and life of the worshipping community of the Abbey. The choir sings eight choral services each week during term time, and the choir's performances at the major national and State occasions taking place here throughout the year are right at the heart of such worship. Over time, the composition of the choir has gradually evolved from four boys recruited as polyphony developed to the world-renowned choral foundation of today, with around 30 choristers singing with 12 professional lay vicars and receiving their education in the Abbey's dedicated Choir School. A new choir for teenage girls was founded in September 2023. The Abbey is currently embarking on an ambitious digital programme, including the introduction of regular live-streamed services.

## Job Description

<b>JOB TITLE:</b>	<b>Music &amp; Chorister Recruitment Coordinator</b>
<b>ACCOUNTABLE TO:</b>	Music Department General Manager
<b>KEY RELATIONSHIPS:</b>	<p><b>Internal:</b> Organist &amp; Master of the Choristers; Music Department staff; Choir School Head and Admissions Officer; Choir Librarians; Lay Vicars; key contacts within other Abbey departments including Minor Canons, Events, Communications, HR, Learning and Engagement, and Finance</p> <p><b>External:</b> Concert promoters; broadcasters; record companies; music agents/management companies; freelance singers; publishers; press &amp; media contacts; prospective feeder schools; youth music groups</p>
<b>BACKGROUND:</b>	<p>Westminster Abbey has one of the few fully professional choral foundations in the world, with a historic musical tradition and an international reputation. At its heart is the Choir of Westminster Abbey. Comprising some thirty boy choristers and twelve professional adult singers (known as Lay Vicars), the Choir plays a central role both in the daily choral services in the Abbey and in the many royal, state and national occasions that take place there.</p> <p>The Abbey's director of music and head of the Music Department holds the role of Organist and Master of the Choristers. The permanent music staff also includes the Sub-Organist, Assistant Organist, and Organ Scholar, together with the twelve Lay Vicars, Director of Music and Music Coordinator of St Margaret's Westminster, and a team of part-time singing teachers and chaperones. In addition, the department maintains an extensive register of approved freelance singers who sing as deputies with the Abbey Choir, and draws on the services of a wide range of external musicians, technicians, and specialist consultants. The Music Department's General Manager is responsible for the day-to-day running</p>



of the department, supported by the Music & Chorister Recruitment Coordinator.

The core function of the Music Department is to provide choral and organ music at all services and public events in the Abbey, and to ensure that the music performed in and associated with the Abbey is of the highest possible standard. In addition, the department is responsible for the Abbey Choir's programme of extra-liturgical activities, including concerts, recordings and tours, and for the musical training of the Abbey Choristers, all of whom are educated at the Abbey's unique Choir School. The department shares with the school responsibility for the recruitment and selection of new choristers.

## **JOB SUMMARY**

This is a key role at the heart of the Abbey's busy Music Department. As well as providing essential support to the General Manager in all aspects of the day-to-day running of the department and the delivery of the Abbey's music projects, the post-holder will have particular responsibility for developing the chorister recruitment programme and promoting choristership and the Abbey's Choir School.

## **MAIN DUTIES AND RESPONSIBILITIES:**

*These include, but are not limited to:*

### Choir & departmental administration

- Acting as first point of contact for all general correspondence and enquiries
- Providing essential PA support to the Organist and Master of the Choristers, including diary management, liaising with internal and external contacts including chorister parents, drafting correspondence, arranging meetings and greeting visitors
- Maintaining and updating the departmental diary and other planning documents, including organising Organist and Department Meetings and external visits
- Undertaking financial administration including processing invoices and payroll paperwork for the Abbey Choir and St Margaret's Westminster
- Arranging auditions and undertaking all related administration
- Maintaining and updating personnel and deputy lists and circulating as appropriate
- Compiling and submitting quarterly returns to the Performing Right Society
- CRM diary management

### Concert & project administration

- Attending concert planning meetings, producing and circulating schedules and liaising with the Abbey Events Department over event production details
- Booking freelance musicians as required, creating and circulating briefing notes for special services and events
- Attending rehearsals and concerts and undertaking stage management, front-of-house or concert / event management duties as required
- Carrying out tour administration, including compiling passport lists, completing visa paperwork, researching travel and accommodation options and booking airport transfers

### Chorister recruitment (in close collaboration with the Head and Admissions Officer)

- Sharing in the planning, administration and evaluation of chorister recruitment events
- Acting as a facilitator for outreach activities carried out by the Abbey organists, singing teachers, Choir School Director of Music and others
- Developing and maintaining a database of potential target organisations and individuals
- Developing links with the Abbey Engagement Department, local schools, youth choirs, conservatoire junior departments and other related organisations

- Identifying suitable opportunities to promote all aspects of choristership and the Choir School, and developing and implementing strategies to achieve this
- Supporting the chorister audition process and maintaining audition records

#### Publications & promotion

- Compiling, editing and typesetting concert programmes and other publications
- Ensuring that musical events and choristership opportunities are effectively promoted through print and digital media (working with the Abbey Press Office and external agencies / consultants as required), and via the Choir and Abbey social media channels
- Generating high-quality copy for press releases and marketing campaigns and creating engaging content for social media, running the Abbey Choir's social media and working with the Communications and Digital team on wider social media strategy.
- Ensuring that the relevant sections of the Abbey website and intranet are kept up to date and regularly reviewed and refreshed
- Ensuring that opportunities for editorial and free listings are maximised

#### Choir Library administration

- Ordering scores and hiring performance materials for Abbey Choir and associated ensembles as required
- Maintaining the Choir Library catalogue database
- Researching editions and sourcing perusal scores
- Preparing performance materials (sometimes in conjunction with other Library staff)
- Overseeing the Choir Library office and storage facilities, and ordering supplies as required

#### General

- Acting as departmental Health & Safety representative
- Undertaking any other duties which are within the scope, spirit and purpose of the job, as requested by the line manager or head of department

## Person Specification

*This section outlines the knowledge, skills and abilities the post-holder needs in order to fulfil the requirements of the post. 'Essential' criteria are those that the post-holder absolutely must have in order to do the job. 'Desirable' criteria are those qualities that would be either useful, or an advantage or those which the post-holder can be trained to do.*

### Essential

#### Education/training:

- Educated to degree level (or equivalent) in Music

#### Knowledge/Experience:

- Minimum 18 months' experience of working in a similarly busy and challenging role in a classical music / arts organisation
- Experience of working with professional musicians
- Experience of managing concerts or other public events
- Experience of editing and / or copywriting

#### Skills/Aptitudes:

- Excellent IT skills, including a thorough working knowledge of Microsoft Office
- Highly-developed communication skills, including an exceptionally high standard of written and spoken English and the ability to write in different registers for a variety of audiences

- Ability to build and maintain effective working relationships with colleagues and external contacts at all levels
- Accuracy and meticulous attention to detail
- Ability to manage a diverse and demanding workload, prioritising to meet multiple deadlines
- Ability to work effectively both on own initiative and as part of a team
- Thorough general musical knowledge and ability to read music
- Very high level of numeracy and the ability to process and analyse data
- Proficiency in the use of social media

Personal Attributes:

- Understanding of and sympathy with the mission and values of the Abbey
- Sympathy with the traditions of cathedral music and the special nature of a Choir School education
- Willingness to work flexibly, including occasional evenings and weekends when required
- Discretion, sound judgement and ability to maintain strict confidentiality when handling personnel matters and sensitive data

**Desirable**

Education/training:

- Postgraduate qualification in Arts Administration or completion of Arts Management training programme

Knowledge/Experience:

- Experience of working with a professional choir or vocal ensemble
- Experience of using desktop publishing systems
- Experience of education and outreach activity (particularly with children and families)
- Experience of marketing, PR or advocacy

Skills/Aptitudes:

- Knowledge of church music
- An understanding of the issues involved in chorister education
- Knowledge of German and / or Latin
- An understanding of the workings of a church institution
- Familiarity with CRM databases and / or scheduling / payroll software

*This Job Profile will be kept under review and may be amended by the Dean and Chapter from time to time. Any proposed changes will be discussed with the post holder.*

# Working for us

## **Employment Status and Start Date**

This post is maternity cover, and the appointment will commence on or around Monday 30 September 2024.

## **Salary**

The salary is £36,314.35 per annum and is paid on the last Friday of each month. Salary is reviewed annually.

## **Probationary Period**

The appointment is subject to a probationary period of six months.

## **Working Hours**

These are 40 hours per week. The normal arrangement of working hours is 9am to 5pm Monday to Friday, although there will be some requirement to work flexibly (including occasional evenings, weekends or bank holidays) as dictated by the Choir's schedule. The postholder is eligible to claim time off in lieu (TOIL) for additional hours worked in accordance with the Overtime Policy and will not be eligible for overtime payments.

The postholder will be required to work the hours to suit the needs of the organisation.

## **Annual Holidays**

The full-time holiday entitlement is 31 days per annum including recognised public holidays.

## **Training**

On-site training will be provided as required. Any further training needs will be assessed through the probation period and in annual appraisals.

## **Pension Scheme and Life Assurance**

All employees can join a Group Personal Pension plan, where the minimum employee contribution is 3% and the maximum employer contribution is 9% (as determined by the level of the employee contribution). You will be auto-enrolled into our qualifying workplace pension scheme after 3 months, if you meet the eligibility criteria.

All employees are covered by death-in-service life assurance, whether or not they choose to join the pension scheme.

## **Staff Discount**

All employees receive a 20% discount on purchases from the Westminster Abbey shop and a 30% discount on purchases from the Benugo outlets, which serve refreshments.

## **Medical Insurance**

The Abbey will pay 50% of premiums to join a nominated medical insurance scheme after one year's employment, if desired.



# Equality Statement and How to apply

## Equality Statement

The Dean and Chapter aims at all times to recruit the person who is most suited to the job. The Abbey has also recognised that it needs to strengthen the diversity of its senior staff, so we are always particularly keen to hear from candidates who are from a diverse background and bring diversity of thought and experience to our team. Recruitment will be solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job. Qualifications, skills and experience will be assessed at the level that is relevant to the job.

We will ensure that our shortlisting, interviewing and selection procedures avoid discrimination in any way, including on grounds of age, disability, gender, marital status or civil partnership, race, nationality or ethnic origins, religion or belief and sexual orientation.

Please return the Equal Opportunities Monitoring Form with your application. This will help us monitor our recruitment practice. The form will not be seen by the people making the selection decision.

## Safeguarding

Westminster Abbey is committed to the safeguarding of children, young people and adults at risk. To prevent them from harm, we undertake appropriate checks on staff and volunteers and require them to complete relevant safeguarding training. Offers are subject to an enhanced level criminal record check, receipt of references satisfactory to Westminster Abbey, right to work in the UK, proof of professional qualifications and medical clearance, which may include a medical assessment.

## How to Apply

Please complete our application form as CVs will not be accepted.

You are also advised to read the Job Description and Person Specification carefully and think about how your experience, skills and abilities help you to meet the requirements listed in the Person Specification. Use the 'Supporting Statement' section of the form to tell us how you meet each of the requirements.

Clear information on how you meet all the requirements of the job, with relevant examples, will help us with shortlisting.

Please email your completed application to: [applications@westminster-abbey.org](mailto:applications@westminster-abbey.org).

**Applications should arrive no later than 12 noon on Friday 16 August 2024. Interviews are scheduled to take place on Friday 30 August 2024, and we are hoping that the successful candidate will be able to commence on, or as soon as possible after, Monday 30 September 2024.**

*We regret that, due to the large number of applications we normally receive, we may only be able to provide feedback if you have attended an interview. We appreciate your interest in our work at Westminster Abbey.*