



Senior Music Scholar & Girl Chorister Choir Assistant

September 2018-August 2019

Job Description

St Mary-le-Tower are looking for an individual to assist with the pastoral care of the girl choristers (ages 7-18) and the running of our multifaceted and ambitious music department. This position is ideal for a musician taking a year out of their studies before or after university/further education.

In addition to the routine set out below, the successful candidate will have first refusal on extra services such as weddings and funerals in St Mary-le-Tower if required which come with an extra fee. The candidate will also have the opportunity to earn concert fees by performing solos with the Tower Chamber Choir - where appropriate - and one 40-minute recital as part of our lunchtime recital series. The Director of Music will endeavour to further the successful candidate's musical opportunities throughout the Ipswich area.

Applicants must appreciate the significance of their role regarding the safeguarding of the choristers and choral scholars, and be sympathetic to the Christian ethos of the church. There is an occupational requirement that the applicants are female.

Appointments will be made subject to a successful DBS check and two references.



From September 2018 there may also be the opportunity to combine this role with an Assisting Musical Director position in the Ipswich Community Children's Choir. This element of the post is new and may only be undertaken if it does not conflict with the Senior Music Scholar and Girl Chorister Choir Assistant roles. This position is unpaid and more information is available upon application.

Approximate hours of work

Choir Assistant – 10hrs/week

Senior Music Scholar – 5hrs/week (flexi)

Required Skills

- A highly skilled musician (Grade 8 in first instrument/Grade 5 Theory - ABRSM)
- Enthusiasm
- Reliability
- Confidence
- Comfortable working in a team
- Computer/email literate
- Organised
- Adaptable

Desired Skills

- The ability and confidence to sing both in a choir and/or as a soloist
- Keyboard skills (Grade 5 +)

Routine

The routine below only reflects the hours of the Choir Assistant role. The Senior Music Scholar element is completed at a time that mutually suits St Mary le Tower and the successful candidate, some of which can be done from home.

Monday - 4.15-7.15pm

Assist with the girl chorister rehearsal and Choral Evensong. Including:

- Escorting minors around the church premises to/from singing lessons
- Music theory tuition
- Piano lessons to younger choristers
- RSCM ribbons & awards
- Assisting new choristers during full rehearsal
- Singing in full rehearsal and service
- Assisting the Assistant Director of Music with the library

Friday - 5.30-9pm

Assist with the Full Choir rehearsals and Compline. Including:

- Music theory tuition
- Piano lessons to younger choristers
- RSCM ribbons
- Assisting new choristers during full rehearsal
- Singing in full rehearsal and service

Sunday - Either 9am-12noon or 5.30-7.30pm

- Sing when girl choristers or ladies scheduled to sing.

Other

- Set up tables and piano (if required) for Tuesday Lunchtime Recital
- Prepare programme for recital
 - Info provided by performer via DoM
- Assist Parish Administrator in office. Including
 - Photocopying
 - Concert publicity
 - Music department admin
 - Parish admin overflow (e.g. Christmas Tree Festival etc).
- Perform at the Music Scholars' Fundraising Concert
- Sing with the Tower Chamber Choir when required
- Assist with the preparation of choir robes as required.
- Assist with setting up for choral concerts for in-house events
- Cover for Choir Assistant absence
- Assist on any tour or trips away
- Assist with extra events including
 - Chorister open days
 - Chorister auditions
 - Church open days
 - Christmas tree festival
 - Extra commitments around Christmas, Easter, Festival of Liturgy and Music & Feast Days

Remuneration and Scholarship Entitlements

You will be paid for your work as a Choir Assistant on a monthly basis at the national minimum wage.

In addition, the Senior Music Scholar is paid £600 p.a. paid in £200 portions at the end of each term.

Your scholarship will entitle you to:

- First refusal on extra services such as weddings and funerals in St Mary-le-Tower if required.
- Solos within the Tower Chamber Choir where appropriate (paid)
- Conducting instruction from the Director of Music if required/requested
- 1 lunchtime recital between May and August 2018 (paid).

St Mary-le-Tower will cover the cost of your DBS application.

When it is in the interests of both St Mary-le-Tower and the Senior Choral Scholar, the DoM or Organist will recommend and promote you in the area as a soloist or as a teacher. These opportunities are usually remunerated but sometimes are not. You are not obliged to undertake these commitments but can be a useful source of extra revenue.

Holiday/Time Away

Inevitably the Senior Choral Scholar may be required to be away for interviews, auditions, other musical commitments or family events. We endeavour to be as flexible as possible with absence and do not set a limit. We ask that advanced warning is given, so that cover to the supervision of the choristers can be arranged.

Every effort should be made to be around for the Christmas and Holy Week.

Applications

Candidates are asked to write to musicdirector@stmaryletower.org.uk stating their:

- Name
- First instrument (including last exam completed)
- School/College/University where they are currently studying
- Complete contact details (including current postal address)

Deadline closes at 6pm on Sunday 8th April 2018