**SALISBURY CATHEDRAL**

**JOB DESCRIPTION**

**Job Title: MUSIC OFFICER**

**Responsible to: Director of Music**

**Hours of work: Full Time 35 hours per week Monday to Friday**

 **Some evening work may be required to help with events**

*This job description is intended as a working document giving a guideline to the major tasks to be performed.*

**Overview:**

The Music Officer is responsible for providing administrative support for the Litmus Department, with a particular focus on the music and Cathedral Choirs. The postholder is responsible to the Director of Music and will also work closely with the Canon Precentor and Liturgy Officer, providing cover when required.

**Principal Tasks and Responsibilities**

1. To provide administrative support for the Director of Music, particularly in relation to the Cathedral Choir and Choristers. To administer the scheduling for the Cathedral Choir, liaising with the Liturgy Officer, Chorister Tutor and Director of Music as required.
2. Liaise with the Lay Vicars as required by the Director of Music.
3. To maintain records relating to the Lay Vicars and Deputy Lay Vicars of the Cathedral Choir. To assist in the administration of key services or events such as the Chorister Admission and Farewell services.
4. To organise the practical requirements in relating to Choir matters including booking coaches for external functions, performance licenses for external choir engagements, ordering hire music, and general booking arrangements.
5. To administer the monthly timesheets for Cathedral musicians and the Deputy Lay Vicars and liaising with the finance department to provide information for payment.
6. To liaise with the Cathedral School in all aspects of Chorister Recruitment and leading on arrangements for special annual events such as “Be a Chorister for a Day”, voice trials, pre-auditions and similar.
7. To liaise with the Cathedral School to gather key information such as school term dates which will help maintain good communication and co-ordination.
8. Act as administrator for the Salisbury Cathedral Chamber Choir and liaise with the Cathedral’s Junior and Youth choirs.
9. To assist in organising the printing of service booklets, both in-house and those completed externally, as well as notice sheets and rubrics. To carry out the in-house printing and copying that is needed.
10. To liaise with the Vicar of the Close in organising the musical requirements for occasional offices.
11. In collaboration with the Liturgy Officer, to prepare the monthly music scheme and to ensure it is uploaded to the Cathedral website. To check the music scheme for any special requirements and ensure these are covered.
12. To organise the arrangements for and administration of visiting choirs, in collaboration with the Director of Music and the Assistant Director of Music.
13. Attend the weekly LitMus meetings and be responsible for carrying out any follow-up administration as necessary. Work with the Liturgy Officer to prepare meeting agendas, take minutes, distribute papers and for any other LitMus meetings as required. This will include meetings with the Cathedral School, the Music Policy Committee.
14. To maintain the records needed to complete the copyright scheme (CCLI) returns and those required for the Performing Rights Society.
15. Support the Assistant Director of Music and the Concert Programme Manager, with the administration of the Music Departments Events, including inputting in the Cathedral diary and ensure resources and planning documents are accurate.
16. To work with the Liturgy Officer to ensure information is uploaded to the Cathedral Website and updated if the Liturgy Officer is absent.
17. To work with the Liturgy Officer in the setting up and ongoing updating of the Cathedral’s Artifax diary system. Entering choir rehearsal information as well as other internal and external routine bookings. Attend weekly Diary Management Meetings (DMM).
18. To work together with the Liturgy Officer in responding to general enquiries to the LitMus Department. Taking messages for members of the Department and ensuring initial replies to any enquiries are made. Making sure that general office administration is undertaken, dealing with post, maintaining records, raising purchase orders and similar tasks.

**Person Specification:**

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| **KNOWLEDGE AND EXPERIENCE** | **ESSENTIAL (E) OR DESIRABLE (D)** |
| Educated to A level standard or above | E |
| Degree level education or equivalent in a relevant subject area | D |
| An understanding of Church of England liturgy and its principles, and empathy with all aspects of its ethos. | D |
| Good and effective IT skills, including Microsoft Office and ideally, Sibelius music notation software. | E |
| Experience of using bespoke software packages including InDesign for document presentation and Artifax for diary management or another diary management package. | D |
| Experienced in working with minimal direction and coordinating work with colleagues | E |
| Experience of organising and carrying out printing, photocopying and other essential office administration tasks such as organising meetings, agendas, minutes and actions arising from these. | E |
| Experience of raising purchase orders, checking invoices and claims, | D |
| Proven ability to work collaboratively across different teams or Departments to provide an effective outcome.  | E |
| Good awareness of safeguarding and its importance. | D |
| **SKILLS AND EXPERTISE** |  |
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| Ability to engage with and influence a wide range of people including colleagues but also others such as volunteers. | E |
| Strong interpersonal, verbal, and written communication skills.  | E |
| Good computer skills, experienced in using Microsoft Office and bespoke software packages. | E |
| Excellent attention to detail, good at maintaining records and keeping information up to date. | E |
| **ATTRIBUTES** |  |
| Ability to appreciate, empathise with, and support the values, purpose, and culture of Salisbury Cathedral. | E |
| Well organised, able to prioritise workload and use own initiative.  | E |
| Imaginative, flexible, and creative approach | E |
| Relational in approach, personable and able to interact well with people at all levels | E |