



# St Martin-in-the-Fields

Assistant Choral Conductor

Choir of St Martin-in-the-Fields, part time FTC

Closing date – 26 August 2021

## Who we are

St Martin-in-the-Fields is a unique configuration of cultural, charitable and commercial initiatives rooted in the life of a vibrant Church of England congregation. Our vision is *At the heart. On the edge*. This declares that we see ourselves at the heart of London, through our location on Trafalgar Square, and of the nation, through our 500-year links with the royal family, and also of the church, through our national profile gained through nearly a century of broadcasting and our flagship role in social issues – but also appealing to the heart through our long tradition of choral and classical music and our reputation for compassion gained through a century of engagement with poverty and destitution. It also names our calling to be on the edge, not just of Trafalgar Square but alongside those on the edge through being excluded, ignored or oppressed by society or church, and on the cutting edge of innovation in culture, commerce, charity and congregational life.

## About the department

Music has always played a central part in the life of St Martin-in-the-Fields. Our music programme covers four broad areas: music in worship, a concert series of both in-house performances and external artists, an extensive choral music education programme, and a culture series principally focussed around our weekly Great Sacred Music event. Through our new vision for music, as we emerge from the pandemic we are currently working to broaden and enhance our musical output to provide greater opportunities for musicians and audiences.

St Martin's nurtures seven different choral groups under its roof. Our Sunday worship is predominantly led by the **Choir of St Martin-in-the-Fields**, a voluntary group of dedicated singers from all walks of life, with an excellent reputation for performance of a high standard. From time to time, Sunday services are led by our **St Martin's Community Choir**. The **Children's Voices of St Martin-in-the-Fields** also make a regular and valuable contribution to the worshipping life of our church. Choral Music education is a key part of our musical life, through our **Choral Scholarship and Fellowship** scheme. More recently, we have formed the **St Martin's Voices**, a professional choir, whose regular duty is to sing at Great Sacred Music each Thursday, alongside a growing programme of concerts, broadcasts, recordings and other activities. Our newest voluntary ensemble, the **St Martin's Chorus**, was formed in 2015, and performs a number of concerts each year.



## About the role

The main purpose of the role is to contribute to the liturgical life of St Martin's through directing the Choir of St Martin-in-the-Fields, its principal voluntary liturgical ensemble, helping to create a distinctive vision for the group as St Martin's emerges from the pandemic, with a particular focus on breadth of repertoire, the diversity and richness of our Sunday congregational life, and reflecting the wider St Martin's mission.

You will report to the Director of Music and be responsible for the Choir of St Martin-in-the-Fields.

Your main duties are:

- Choral directing on Sundays (10.00 am Parish Eucharist and 5.00 pm Choral Evensong)
  - The 10.00 am Sunday Eucharist is at the heart of our worshiping life together and provides the main weekly focus for the Choir and its principal role in enhancing and supporting our congregational worship and ministry
  - In addition, the Choir sings 5.00 pm Choral Evensong each Sunday. This service is an important part of our public ministry to the wider world.
- Monday mornings (Clergy meeting and other planning meetings).

It is expected that you will work a full day each Sunday, and two half days in the week to include Monday morning.

## Job Profile

### 1 Choir of St Martin-in-the-Fields

- Oversee and direct the music at regular church services sung by the Choir of St Martin-in-the-Fields (10.00 am Parish Eucharist and 5.00 pm Choral Evensong), on a Sunday schedule as follows.
  - 9.00-9.45 am Rehearsal
  - 10.00 am Parish Eucharist
  - 2.00- 3.30 pm General rehearsal
  - 4.00 pm Rehearsal for Evensong
  - 5.00 pm Choral Evensong
- Direct on Holy and Feast Days outside the Sunday pattern that are sung by the Choir of St Martin-in-the-Fields, e.g. Maundy Thursday, Good Friday and Christmas Eve.
- Sometimes accompany parts of services and rehearsals on organ or piano e.g. hymns during an unaccompanied Choral Evensong, or a general rehearsal directed from the piano.
- Programme music for all the above services, working closely with the Director of Music and clergy team.
- Work with the music team to develop a termly programme of additional activity for the Choir, to complement its core worship activity. This may involve concerts at St Martin's and elsewhere, recordings, workshops or other off-site events.
- Work with the Director of Music, other members of the music team, clergy and lay leaders to create a distinctive vision for the Choir of St Martin-in-the-Fields, our principal voluntary liturgical ensemble, as St Martin's emerges from the pandemic, with a particular focus on breadth of repertoire, the diversity and richness of our Sunday congregational life, and reflecting the wider St Martin's mission.

### 2 Other Choral Direction

- Occasionally deputise for the Director of Music for other choral services as required.

### 3 Clergy meeting and music planning.

- Attend the weekly clergy/music meeting on Monday mornings, at which suggestions for choral repertoire and hymns for Sunday services, and other festival services, are presented.

#### **4 Choir administration**

- Work with the Director of Music and Music Programme Manager to co-ordinate the Choir of St Martin-in-the-Fields' schedule, ensuring that it is kept up to date and information is circulated as appropriate.
- Carry out all music library work associated with the Choir's activity.
- Coordinate Choir membership and availability, including annual reassessments and volunteer agreements.
- Maintain the volunteer deputy list, ensuring a full complement of singers is available at each service or other event.
- Work with the music team to ensure a regular programme of auditions for potential new Choir members.

#### **5 Other general administration**

- Attend weekly music team meetings and other occasional meetings, as required.

#### **6 This is not an exhaustive description of the duties. Aspects will change over time and the jobholder is expected to contribute to the role's development and progression.**

### **Who we are looking for**

#### ***Person specification***

To be effective in this role you will need to demonstrate knowledge of and disposition towards the following, including formal training where appropriate.

#### **Foundational**

- Enthusiasm for and desire to be a key proponent both of St Martin-in-the-Fields approach to music and of its whole-site culture and vision.
- Exceptional choral directing skills with experience of working with excellent voluntary adult choirs.
- Familiarity with, respect for, and sympathy with historic Christianity, and an understanding of the distinctive way that tradition is embodied and expressed at St Martin-in-the-Fields.
- Imagination and willingness to work with both traditional and new liturgies, and an openness to perform a wide range of choral repertoire from early to contemporary in all its guises.

#### **Essential**

- Ability to develop vocal technique of both individual singers and an ensemble.
- Ability to accompany on piano or organ.
- Good knowledge of the services and rites of Anglican worship and its liturgical year.
- Enthusiasm and energy to develop a creative programme of activity for the Choir of St Martin-in-the-Fields, to run alongside its regular pattern of services.
- Good organisational skills and a good sense of prioritising, with the ability to respond calmly yet confidently to last-minute challenges.
- Team player who enjoys working within a large and varied organisation.
- Excellent communication and interpersonal skills

#### **Desirable**

- Experience of working in an office environment.
- Ability to use Microsoft Word, Outlook and Excel.

Disclosure and Barring Service clearance is required.



## Working with us

Based at: St Martin-in-the-Fields, Trafalgar Square, London

Working pattern: part time, 2 days per week (including Sunday and Monday morning), 10 month fixed term contract mid September 2021 to mid July 2022

Salary: £12,000 pa (£30,000 pa full time equivalent) plus Workplace pension (subject to t & cs)

Perks: free tea and coffee, access to Employee Assistance Programme (EAP), discounts in shop and café (subject to t & cs)

Holiday entitlement: 10 days (25 days holiday full time equivalent) plus pro rata bank holidays

For a full job profile see our website <https://www.stmartin-in-the-fields.org/jobs/>

St Martin's is a place where everyone is welcome and we welcome applications from everyone. We want to attract people to work for us from a broad range of backgrounds with diverse attitudes, opinions and beliefs so that we can continue to look at the world with fresh eyes and find new ways of doing things.

St Martin's is committed to diversity and inclusion and we believe this helps us to be a more relevant and effective organisation.

## How to apply

To apply for this post, please email the following to [hr@smitf.org](mailto:hr@smitf.org) by **9.00 am on 26 August 2021**:

- A supporting statement explaining why you believe you can do this role, no more than 2 sides of A4
- A comprehensive CV detailing your relevant achievements in each role, and including details of two referees, one of whom should be your current or most recent employer (please note your referees will only be contacted with your consent)

If you would like to chat about this role, please call a member of the Human Resources Team on 020 7766 1101 who can arrange a conversation with Director of Music.

Auditions and interviews Wednesday 1 September.

As we generally receive a high volume of applications, we do not acknowledge receipt. Only shortlisted candidates will be contacted. Please note this advert may close at short notice.

WANT TO KNOW MORE? Look at our social channels to get a glimpse inside life at St Martin's.



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