

<b>Position Title:</b>	<b>Organ Scholar</b>	<b>Department:</b>	<b>Liturgy &amp; Music</b>
<b>Reporting to:</b>	<b>Director of Music</b>	<b>Scholarship:</b>	<b>£8,250 p.a. plus single accommodation (provided free of rent and council tax)</b>
<b>Contract type:</b>	<b>Twelve months</b>	<b>Location:</b>	<b>Exeter Cathedral</b>

## Job Description

### Purpose of role:

The Dean and Chapter of Exeter Cathedral wishes to appoint an organ scholar for the academic year 2018/19. The appointment is for one year, but may in certain circumstances be extended for a further year. The position will be ideally suited to a recent graduate seeking to gain experience of the daily duties of a busy cathedral musician, though applications from suitably qualified 'gap' year students (i.e. pre-University) would be welcome also.

### Key Accountabilities:

Excepting his/her day off, the organ scholar will attend all cathedral choir rehearsals and services (see timetable below), and will normally be expected to play, conduct, sing (if appropriate), or assist in the organ loft, for all or part of each service. This means being in Exeter from the beginning of September up to, and including, 26 December, (St Stephen's (Boxing) Day) when there is a sung Eucharist at 11.00am following which there is a holiday of two to three weeks. There is a holiday of a similar length after Easter (beginning after Evensong on Easter Monday) and there is a long half-term of twelve days from the last week of October. There is a half-term of about a week in the Lent Term and a similar one in the Summer Term, with the academic year usually ending before the middle of July. Although the annual pattern of Choir Terms is fairly consistent (taking into account where Easter may fall), actual dates are advised well in advance. The organ scholar will also be expected to take part in choir broadcasts, concerts, recordings, tours, and other events falling outside the regular timetable, including playing for some services when the choir is not present (such as funerals and weddings, for which extra fees will be paid), and liaising with visiting choirs.

### Background Information:

#### Exeter

The city of Exeter lies in the south west of England, and is the administrative capital of the county of Devon. With a population of around 118,000 Exeter is consistently rated as one of the best places to live in the UK. The city centre itself has an impressive new £235 million retail centre with over sixty new shops and restaurants. It is a safe, student-friendly city with a vibrant and fun culture and relaxed

atmosphere. The cathedral is geographically and spiritually at its heart, a fact reflected in the high profile it enjoys in the local media and community. The city has rail services to London (Paddington and Waterloo), Birmingham, Manchester and Bristol, and a busy commuter airport, giving good connections nationwide.

### **The cathedral**

Exeter Cathedral is one of the nine 'Old Foundation' cathedrals of England and its architecture dates primarily from the Norman period, although the building has been extensively restored, including the extensive reconstruction of the chapel of St James, which was completely destroyed by the Luftwaffe in a bombing raid in 1942. Notable features of the interior include the misericords, the minstrels' gallery, the astronomical clock and the organ. The Diocese of Exeter was formed in 1050 and covers the county of Devon. Both clergy and congregation are fully supportive of the cathedral's music programme.

### **The cathedral choir**

Music has been an important part of the cathedral's life for hundreds of years. There has been a choir since the thirteenth century and today it maintains a regular schedule of eight choral services a week (during term time). The choir's full complement numbers eighteen boy choristers, eighteen girl choristers, six lay vicars, and six choral scholars.

The cathedral's music department consists of the Precentor (position vacant at September 2017), the Director of Music (Timothy Noon), the Assistant Director of Music (Timothy Parsons), and an organ scholar (to replace Dr Ed Jones, who will be taking up the post of Assistant Organist of St Anne's Cathedral, Belfast).

### **Key Challenges:**

### **Dress code and general behaviour**

The organ scholar should be smartly presented at all times, especially when working with the choristers or the general public; this will normally mean wearing black shoes, with a jacket and tie (white shirt on Sundays). He/she must be aware at all times of the importance of discretion in conduct and behaviour, especially with all under-18s, and will be required to have enhanced DBS clearance. The organ scholar should be in sympathy with the Christian ethos.

### **Working Pattern:**

Sunday	Treble practice	0850–0915
	Full practice	0915–0950
	Eucharist	1000–1120
	Treble practice	1450–1515
	Full practice	1515–1550
	Evensong	1600–1700
Monday-Friday	Treble practice	0820–0905
	Treble practice	1620–1655 ( <i>except Wednesdays</i> )
	Full practice	1655–1720
	Evensong	1730–1820
Saturday	Treble practice	1450–1550
	Evensong	1600–1700

The organ scholar will be responsible for directing treble practices with either the boy choristers, the girl choristers, or the probationers, as required. Evensong on Wednesdays is sung by adult voices, and may be followed by a short rehearsal of up to thirty minutes. Full choir practices are usually held in

the Cathedral. Variations to this timetable and additional events are shown on the printed termly schedule, which is circulated by the Director of Music.

### **Time off / absences**

Normally, the organ scholar will be entitled to a regular, complete day off per week, in consultation with his/her colleagues. In weeks where this is not possible, a different day will be arranged. The organ scholar, like the other musicians, should normally also have a free Sunday plus six weekdays (except in the event of a choir tour) at half-terms, after Christmas and after Easter, as well as at least six complete weeks off in the summer. This may involve occasional days off in lieu. Absences must be agreed in advance with the Director of Music.

### **Candidate Profile:**

#### Essential

- An Organist of ARCO qualification or equivalent standard and experience
- A talented musician in sympathy with the worship, ministry and ethos of Exeter Cathedral
- A promising organist; solo player, accompanist and liturgical organist
- Some ability to engage, train and inspire a choir
- An ability to manage children in a firm but kindly manner
- Knowledge of the standard Anglican repertoire
- Experience of accompanying choirs to a high standard on a large organ
- Flexibility towards the development of a wide range of musical and liturgical styles
- A team player with an enthusiastic and positive approach
- A willingness to work beyond the Cathedral precincts
- A maturity of character and a good sense of humour
- A well-organised person
- An understanding of current issues and best practice relating to Safeguarding, and a willingness to undertake training as necessary

#### Desirable

- A music degree or other appropriate qualification/experience
- An interest in, or up-to-date knowledge of, church liturgy.
- A communicator who can inspire choristers, and who can also relate well to non-musicians.
- Some understanding of vocal technique
- Some experience of choral conducting
- A communicant member of the Church of England.
- Some experience of working in a Cathedral / Greater Parish Church or similar.
- A clean driving licence.

The appointment will be subject to enhanced clearance from the DBS.

### **Terms and conditions:**

The scholarship, payable by the Dean and Chapter, is currently £8,250 per annum and will be paid in monthly instalments in arrears, directly into a bank account. The organ scholar has sole occupancy of a spacious flat in the Cloister Garth, immediately adjacent to the cathedral, provided without charge for rent or council tax. Though not technically an employee, the organ scholar will be given a copy of the employee handbook, which contains details of the Chapter's disciplinary and grievance procedures, as well as general information about the cathedral.

## Applications

Candidates should complete the application form, and send it, with a covering letter, and, if desired, a *curriculum vitae* to:

Timothy Noon (Director of Music)  
1 The Cloisters  
Exeter  
EX1 1HS  
[timothy.noon@exeter-cathedral.org.uk](mailto:timothy.noon@exeter-cathedral.org.uk)

Please include details of two referees, one of whom should be a priest, the other of whom should be able to comment on musical suitability.

All applications must be received by 12 o'clock noon on Monday 2nd October. Receipt of all applications will be acknowledged.

Suitably qualified candidates will be invited to interview on **Monday 9<sup>th</sup> October**. Candidates would be required from 9am until around 3.30pm (overnight accommodation on Sunday 8<sup>th</sup> will be provided if required).

The interview process will incorporate an audition which will include:

- a) Prepared playing - two solo contrasting pieces of the candidate's choice. At least one should be by J. S. Bach. The pieces should last no longer than 10 minutes combined.
- b) Prepared accompaniment - candidates will be sent a piece to prepare, with registration suggestions.
- c) Tests at the organ - a hymn, to be transposed, then continued in an extemporisation.
- d) A short rehearsal with the choristers (repertoire to be advised).

These details and other information about Exeter Cathedral music can be found on the Cathedral website [www.exeter-cathedral.org.uk](http://www.exeter-cathedral.org.uk)