



Exeter  
Cathedral

# Appointment of Assistant Director of Music



Application Pack



[www.exeter-cathedral.org.uk](http://www.exeter-cathedral.org.uk)

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## **Background Information for applicants for the post of Assistant Director of Music**

The post of Assistant Director of Music at Exeter Cathedral falls vacant after Easter 2021, on the appointment of Mr Timothy Parsons as Director of Music at St Edmundsbury Cathedral, Suffolk.

We aim for Mr Parsons's successor to start at the Cathedral on **either Monday 19 April 2021 or 1 September 2021.**

This document is intended to give those interested in applying for the post of Assistant Director of Music at Exeter Cathedral information to help in the process of making an application. It should be read in conjunction with the Cathedral's Development Plan (included with this pack) and by looking at the Cathedral's website ([www.exeter-cathedral.org.uk](http://www.exeter-cathedral.org.uk)) and the website of Exeter Cathedral School ([www.exetercs.org](http://www.exetercs.org)), and, of course, the Job Description and Person Specification.

### **The traditions we want to maintain and develop**

The standard of music at Exeter Cathedral is high and we want very much to maintain and further raise the standard of the music here. So, we are looking for a talented musician who will be a first class organist, a burgeoning choir trainer and conductor, and a team player who understands the needs of a busy cathedral music department. We are looking for a well-organised person who can contribute helpfully and efficiently to the smooth administrative running of the department. We are looking for someone who will work creatively and collaboratively with the other departments of the Cathedral to enhance the cultural, artistic and spiritual offering we make to the people of Exeter and beyond. We are looking for someone who is able to make a major contribution to the life of Exeter Cathedral.

### **The Job Description and Person Specification**

The Job Description and Person Specification are meant to look daunting, as we have high expectations (and there is a hard act to follow). We don't imagine that every person interested will be equally strong in all areas. But as can be seen in the paragraph above, there are a number of areas which we think are of central importance. The discernment process for the appointment will not, however, be a 'tick-box' exercise; the person appointed also needs to fit in, and we will try to discern that through an interview, through a comprehensive audition on the organ, through an opportunity for each candidate to rehearse the choristers, and through meeting a range of people formally and informally. Through all these means we hope to find the right person, and for the right person to feel 'at home' with us.

### **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 60 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 Structure of Music at Exeter Cathedral**

The music element of the Liturgy and Music Department consists of:

- ❖ Director of Music
- ❖ Assistant Director of Music
- ❖ Organ Scholar

Lay Vicars (6), Choral Scholars (6), Girl and Boy Choristers (20 of each).

The music is well supported by the Music Foundation Trust (MFT) which is seeking to raise more money to help support the music of the Cathedral.

We hope this helps you in considering whether to apply for this post.

In the following pages you will find the Cathedral Mission & Values and an explanatory statement; our current pattern of worship; our current pattern of rehearsals for the Choristers; and a range of the other regular 'special' services that take place.

## **The Cathedral Mission Statement**

*Exeter Cathedral exists for the glory of God and as a sign of God's kingdom. Our mission is growing in prayer, making disciples and serving people in Devon with joy.*

### **We express this through:**

- ❖ Daily worship and prayer
- ❖ Welcome and pastoral support
- ❖ Nurturing disciples
- ❖ Learning together
- ❖ Serving the community

Exeter Cathedral is a sacred, inspirational and beautiful place at the heart of Exeter and Devon. It is the seat of the Bishop, a place of prayer and worship, and a centre of mission and service. As the Mother Church of the Diocese, the Cathedral seeks to draw people to the love of God by maintaining the primacy and centrality of worship. In its witness to Jesus Christ and in the welcome that it extends to its many visitors, it encourages people to discover the fulness of life which is Christ's promise to us. In its outreach to the local community it seeks to serve the people of this city and county with joy that in all things God may be glorified.

### **Our Values:**

- ❖ Loving God and our neighbour
- ❖ Welcoming all in a spirit of generous hospitality and kindness
- ❖ Respecting the importance of place as the Cathedral serving the city and county
- ❖ Willing to learn and grow in faith and service

### **Our Objectives are to:**

1. Grow in depth
2. Grow our welcome, engagement and education
3. Grow in number and influence
4. Grow in diversity
5. Grow in capacity and sustainability

### **Priorities:**

In the light of the current global pandemic we have prioritised our planning into three areas:

1. Sustaining day to day activity and ministry
2. Progressing the Lottery stage two bid
3. Engagement activity – the Cathedral and the Environment

### **The Cathedral Choir**

Described by Classic FM as “one of the country’s finest choirs”, Exeter Cathedral Choir leads around eight services each week during term time, maintaining a tradition that has been largely unbroken for centuries, covering a broad repertoire from plainsong through to contemporary works. The choir also performs at concerts and services across the diocese and county as part of a broader outreach strategy. It also has a busy programme of other engagements, which often includes tours (most recently to Austria and Slovakia), concerts, recordings and radio broadcasts. Recent engagements include Bach St John Passion (with Charivari Agréable), and Bernstein Chichester Psalms. The choir’s sell-out performances of Handel’s Messiah and Bach B Minor Mass were ecstatically received.

### **St Peter’s Singers**

The St Peter’s Singers of Exeter Cathedral is a chamber choir of around thirty auditioned volunteers and choral scholars. The choir dates back to 1881, when Exeter Cathedral Voluntary Choir was founded, and it has been called the St Peter’s Singers since 2010. For most of its history, the choir has been directed by the cathedral’s assistant directors of music. The St Peter’s Singers performs on many occasions throughout the year to augment the work of the Cathedral Choir, most notably at the annual service of Midnight Mass on Christmas Eve. It also undertakes services and concerts at other venues, and has been broadcast on BBC Radio Devon.

### **Music in the Cathedral**

As a major venue of the South West, the Cathedral is in much demand for concerts. There are several local choirs and orchestras which perform regularly, including Exeter Philharmonic Choir and Exeter Festival Chorus. The Bournemouth Symphony Orchestra performs annually in the Cathedral.

The Cathedral holds a series of Organ Recitals during August, and chamber concerts are given in the Chapter House.

### **Exeter Cathedral School**

The tradition of educating choristers at Exeter goes back several centuries, and indeed there is evidence of boys singing in the Cathedral as far back as 1050. The present school is housed in the ‘Chantry,’ on the South side of the Cathedral. There is a pre-prep department in the Close, and the present school numbers are around 275. In the early 1990’s the school admitted girls for the first time, and a Cathedral Girls’ choir was formed, singing its first service in 1994. Potential choristers compete for places in early February and there is provision for both boarding and day choristers. The school has an excellent record of scholarships and awards to senior schools and many choristers gain music awards. The School Headmaster is Mr James Featherstone.

## **The Regular Pattern of Worship<sup>1</sup>**

Monday to Saturday: 8.00 am Morning Prayer (said, CW)  
8.20 am Holy Communion (said, CW)  
5.30 pm Choral Evensong (BCP)

*Wednesday is generally the cathedral's "dumb day" and is a day off for department staff. Friday Evensong is often unaccompanied; Saturday Evensong may be sung by the Cathedral Choir, The St Peter's Singers, or The Cathedral Consort (lay vicars with two sopranos)*

Sunday: 8.00 am Holy Communion (said, BCP)  
9.00 am Morning Prayer (said, CW)  
10.00 am Sung Eucharist (CW)  
4.00 pm Choral Evensong (BCP)  
6.00 pm Sundays at 6 or Holy Ground

### *Additional regular weekday services (said):*

Monday: 1.00 pm Prayers for Wholeness and Healing  
Wednesday: 1.15 pm Holy Communion (said, CW)

## **The Current Pattern of Rehearsals for Choristers**

As a general rule the Choristers sing as follows (although this pattern can change at different times of the year):

Mondays	8.10 – 9.10 am	Rehearsal (girls & boys)
	4.30 pm – 6.15 pm	Rehearsal and Evensong (girls & adults)
Tuesdays	8.10 – 9.10 am	Rehearsal (girls & boys)
	4.30 pm – 6.15 pm	Rehearsal and Evensong (boys & adults)
Thursdays	8.10 – 9.10 am	Rehearsal (girls & boys)
	4.30 pm – 6.15 pm	Rehearsal and Evensong (boys & adults)
Fridays	8.10 – 9.10 am	Rehearsal (girls & boys)
	4.30 pm – 6.15 pm	Rehearsal and Evensong (girls & adults)
Saturdays	4.15 pm – 6.30pm	Rehearsal and Evensong <sup>2</sup>
Sundays <sup>3</sup>	8.45 am – 11.15 am	Rehearsal and Eucharist
	2.45 pm – 5.00 pm	Rehearsal and Evensong

*Generally there is a full rehearsal (LVs, CSs and trebles) at 4.55pm on weekdays, and Sunday rehearsals at 9.15am and 3.15pm.*

*One of the organists is usually on duty for the 6pm service on a Sunday and takes one of that day's other services off in lieu.*

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<sup>1</sup> In non-Corona times

<sup>2</sup> Boys or girls or St Peter's Singers or Cathedral Consort

<sup>3</sup> Boys/girls alternate weekends

### **Other Regular Acts of Worship**

- ❖ Principal Festivals as they occur
- ❖ Lent, Holy Week & Easter
- ❖ Many additional Services through Advent and Christmas including the Grandisson Carol Service and the Choir's own Carol Concerts
- ❖ Choral Matins for
  - Trafalgar Day in October
  - Christmas and Easter Days
  - The annual Legal Service in June
  - Remembrance Sunday

### **The Cathedral Organs**

The main organ at Exeter Cathedral is a particularly fine example of English organ-building. In 1665 local organ builder John Loosemore created what has become one of the most distinctive and striking organ cases ever built; successive generations of organ builders have provided instruments of pedigree which have brought joy to all who have worshipped and attended performances.

In over three hundred years the organ has been expanded and updated to meet the ever changing musical demands of a living Cathedral, from the expansion and raising of Loosemore's case and the moving of the impressive 32' pipes to the South Transept, to the creation of an entirely new section of the organ in the Minstrels' Gallery.

In January 2013 the organ was dismantled for major reconstruction of the internal layout; the Willis soundboards of 1891 were replaced, while the existing tonal scheme has been retained. It has been entirely reconstructed, with a new layout within the famous Loosemore case, achieving a better distribution of sound, together with improved access for tuning and maintenance.

In 2014 we celebrated the organ's return at the Advent Procession and in 2015 we celebrated 350 years since John Loosemore 'made this organ'.

The specification can be found at:

<https://www.exeter-cathedral.org.uk/wp-content/uploads/2017/12/Organ-specification-Heavenly-Harmony.pdf>

A 6 rank chamber organ by Samuel Parsons (built c. 1840) is used to lead services in the Lady Chapel, whilst in 2008 the Cathedral took delivery of a new chamber organ by Kenneth Tickell.



<b>Job Description</b>	Assistant Director of Music	<b>Department</b>	Liturgy and Music
<b>Reporting to</b>	The Director of Music	<b>Pay</b>	£22,500
<b>Contract Type</b>	Permanent	<b>Location</b>	Exeter Cathedral

### **Purpose of role:**

This role supports the Director of Music in ensuring excellent music – specifically organ accompaniment and choral direction – in Exeter Cathedral. The Assistant Director of Music will be responsible for much of the liturgical organ playing in the Cathedral and will assist in the training and direction of the choir. This role is key to the delivery of the Cathedral’s musical outreach to the Diocese as well as the provision of voluntary music making in the Cathedral. This role acts as deputy to the Director when necessary.

### **Key Accountabilities:**

#### Organ Accountabilities

- To act as principal accompanist for the Cathedral Choir at regular choral services, concerts, broadcasts, tours and recordings.
- To maintain a standard of excellence in choral accompaniment, voluntaries, improvisation and liturgical playing.
- To play for a variety of special services and concerts as required.
- To take a share in general organ responsibilities e.g. organ recitals, visiting organists etc.

#### Choral Direction

- To direct the Cathedral Choir as required
- To rehearse the girl & boy choristers as required
- To train the boy and girl probationer choristers in consultation with Director of Music.
- To play a significant part in the development and direction of The St Peter’s Singers.
- To assist in the delivery of the Chorister Outreach Project including visits to schools and participation in concerts.

#### Other

- In collaboration with the Director of Music, to encourage, support, and mentor the organ scholar.
- To be part of a team responsible for covering, developing, and growing the musically innovative content of the cathedral’s 6pm Sunday offering.
- To take a part in the Cathedral’s musical outreach to the Diocese including support of the RSCM.
- To assist with the general administrative work of the Liturgy & Music department, in particular, taking responsibility for visiting choirs
- To attend departmental and other meetings as appropriate.
- To liaise with colleagues to plan duties and commitments.
- To liaise with people and organisations outside the Cathedral; supporting the mission to the Diocese.
- To participate as required in recruitment: e.g. voice trials, choir auditions, and chorister open days.
- To be a cathedral out of hours keyholder.

**Background Information:**

The Liturgy & Music Department is led by the Canon Precentor and includes the Director of Music, Assistant Director of Music, and the Organ Scholar, as well as Virgers, managed by the Custos. The department has a secretary, and also, as part of the team, a number of key voluntary groups who serve the Cathedral; these include Chorister Chaperones, Sidesmen, Servers, Intercessors, Eucharistic Ministers, Readers and Bell Ringers. The planning of all services and internal concerts passes through the department.

**Key Challenges:**

- Working within a very busy department
- Ensuring excellent communications and information for a number of departments.
- Working with a mix of volunteers and staff.
- Being aware of the team's activities, as several projects may run concurrently.

**Working Pattern:**

As with any such post hours vary to meet demands, and includes regular working on Saturdays and Sundays. During the choir term, one day a week will be completely free of Cathedral duties. Annual leave may only be taken when the choir is not on duty at times agreed with the Director of Music.

**Candidate Profile:**Essential

- An Organist of FRCO qualification or equivalent standard and experience.
- A music degree or other appropriate qualification/experience.
- A talented musician in sympathy with the worship, ministry and ethos of Exeter Cathedral.
- A first class organist; solo player, accompanist and liturgical organist.
- An ability to engage, train and inspire a choir.
- An ability to manage children in a firm but kindly manner.
- Flexibility towards the development of a wide range of musical and liturgical styles.
- A good communicator who can inspire choristers, professional and amateur musicians alike, and who can also relate well to non-musicians.
- 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.
- An efficient and reliable administrator with some IT knowledge.
- An interest in, or up-to-date knowledge of church liturgy.
- An understanding of current issues and best practice relating to Safeguarding, and a willingness to undertake training as necessary.

Desirable

- A communicant member of the Church of England.
- An enthusiasm for alternative and experimental worship.
- Some experience of a Cathedral/ Greater Parish Church or similar.
- A full driving licence.

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

**Extra Fees:**

Extra fees are payable for playing or directing at weddings, funerals and for participating in broadcasts, recitals, recordings and some choir concerts. Fees are not payable for Diocesan services, e.g. confirmations. All fees from performances as part of Cathedral duties are paid through the Cathedral payroll with the appropriate taxes deducted.

**Other Professional Work:**

As a full time employee, the primary professional duty of the Assistant Director of Music is to the Cathedral and its worship. However, it is recognised that a reasonable level of outside musical activity will bring benefits to the Cathedral as well as the post holder. The post holder is encouraged to pursue such interests in holiday periods and free time. However, any outside engagement during the choir term or which might involve a clash of interests may only be undertaken with the explicit agreement of the Director of Music in addition to the Chapter's approval in principle.

**Accommodation:**

Accommodation will be available in the Cathedral Precincts, free of rent, council tax and water bills. The post holder will be responsible for payment of all other utility bills.

**Pension:**

The post holder will be entitled to receive an employer's matched contribution of up to 5% of gross pay to an HM Customs & Revenue approved pension scheme, subject to the employee having made at least an equal payment to the scheme.

**Medical Questionnaire:**

Shortlisted candidates will be asked to complete a medical questionnaire, receipt of which is essential prior to confirmation of an appointment.

## Making an application

An initial, informal, telephone conversation is welcomed: please contact either Timothy Noon, Director of Music, on 07973 220769, or The Reverend Canon James Mustard, Precentor, on 07763 973647 at any time, who will be pleased to answer any questions you may have.

Applications should be sent by email or post to:

Catherine Escott, Cathedral Administrator, 1 The Cloisters, Exeter, EX1 1HS  
Tel: 01392 285977, email: [vacancies@exeter-cathedral.org.uk](mailto:vacancies@exeter-cathedral.org.uk)

We will acknowledge all receipt of applications.

Please complete the application form. You may also include your *curriculum vitae*, if you wish. Of your three referees, one should be in the field of church music, and one should be a priest of which you are currently working or have previously worked.

**Applicants are also asked to send details of two organ recitals they have played within the last two years. This should include date, venue, and programme.**

In addition to a formal interview, shortlisted candidates will be asked to perform two solo organ pieces on the Cathedral organ and demonstrate their organ skills in accompaniment, improvisation, transposition etc.

Candidates will be required to rehearse with the boy and girl choristers and there will be an opportunity to meet members of the Cathedral staff, and community, and to visit the Cathedral School.

The closing date for applications is 12 noon on **Monday 4 January 2021**. Short-listed candidates will be contacted shortly after that; applicants are asked to confirm in their application their availability on the interview dates of **Monday 11** and **Tuesday 12 January 2021**. Information concerning audition requirements will be sent to short listed candidates in advance