



**POST OF ORGANIST & ASSISTANT DIRECTOR OF MUSIC**  
**Available from Advent 2021, or sooner by negotiation**

**INTRODUCTION**

St Paul's Knightsbridge is seeking an Organist and Assistant Director of Music. The parish is inviting applications from exceptional candidates to work with the Director of Music in maintaining and developing liturgical music making for regular and special services, and to work as part of a small but enthusiastic musical and administrative team whose desire for high standards extends to excellence of pastoral care, and the offering of the best of music and worship to God.

The church is currently in the process of appointing a new Director of Music, who will be involved in the process of selecting the new Organist & Assistant Director of Music.

**ST PAUL'S KNIGHTSBRIDGE**

St Paul's Knightsbridge is an Anglican parish church of the high church tradition in Belgravia, London. Its liturgical style is formal and dignified, and along with thoughtful preaching, a sensitive liturgical programme of music has always been an important part of its witness. The church is committed to maintaining the very highest standards in its offering of worship to God. The repertoire for regular services and special events is eclectic and the congregation is used to music in a wide variety of styles from all centuries down to the present day.

The church is particularly well-known for its creative use of music in special services - especially memorial services – and for welcoming outside performers (whether the London Chamber Orchestra, State Trumpeters, or singers such as Chris de Burgh, Roger Taylor, Lulu or Kiki Dee) and sensitively embracing music of all styles (alongside more traditional church repertoire) in celebrating the lives of a variety of lesser- or well-known personalities.

**PATTERN OF WORSHIP**

As far as possible the church is kept open for prayer and visits from 8.45am-5pm daily. Each day, Monday to Saturday, Morning Prayer is said at 9.00am, and Evening Prayer is said via Zoom at 6.00pm.

The main Sunday service is the 11 o'clock Solemn Eucharist at which the choir sings a setting of the ordinary of the mass, and usually two anthems, hymns, and a psalm. The rehearsal for this service is from 10.00am (very occasionally, 9.45 am). The choir also sings at occasional mid-week feast days and for the usual services in Advent and at Christmas, for Holy Week, and at Eastertide. In the month of August, and on the Sundays after Christmas and Easter, a simpler liturgy at 11 o'clock is accompanied by the organist and solo cantor.

We are in the process of re-thinking our mid-week worship, which will likely include an element of music.

### **OCCASIONAL SERVICES**

The church holds many occasional special services (baptisms, weddings & blessings, funerals and memorials). The number of such services varies from year to year, but we usually have c. 20-25 in a typical year. It is hoped that, for the sake of consistency, the regular musicians, including the Organist & Assistant Director of Music, will be available for the majority of these, (regular musicians are given first choice of these events), providing a suitably qualified deputy when necessary.

### **THE MUSIC TEAM**

St Paul's maintains a professional mixed choir of eight freelance singers on Sundays and Feast Days/eight or ten for special services. In addition to the Organist & Assistant Director of Music we have, in most years, an Organ Scholar. Currently we also enjoy the services of a Cello & Composition scholar. On occasion other instrumentalists join the choir on Sundays and for special events.

### **OUR INSTRUMENTS**

There is a fine four-manual Willis organ, restored in 2001, which is in good condition and is maintained and tuned by Harrison and Harrison. The church also owns a concert-standard Model D Steinway piano, which is in excellent condition. The instruments are available for practice when the church diary permits.

### **RESPONSIBILITIES OF THE ORGANIST & ASSISTANT DIRECTOR OF MUSIC**

The Organist and Assistant Director of Music's overall responsibility is to play the organ at choral services and to support the Director of Music in maintaining excellence in liturgical music at St Paul's. This includes, but is not limited to:

- Playing the organ at regular choral services (see note 1 below);
- Playing the organ at special services such as weddings, funerals and memorial services, for which additional fees are paid;
- Booking organist deputies of an appropriate standard when necessary and with the approval of the Director of Music;
- Assisting the Director of Music with directing the choir of St Paul's;
- Assisting the Director of Music in training and mentoring the Organ Scholar;
- Work with the Director of Music in the maintenance, development, and organisation of the music library;
- Making arrangements for the tuning and maintenance of the organ and piano;
- Assisting the Director of Music as required, e.g. programming music for special services.

## **PERSON SPECIFICATION**

The role of Organist & Assistant Director of Music at St Paul's Knightsbridge is a challenging one. The successful candidate will be an exceptional musician who can demonstrate:

- An ability to play the organ to FRCO standard (although having being awarded the FRCO is not a requirement);
- Broad knowledge of sacred church music;
- Significant experience of liturgical organ playing with an extensive solo repertoire and ability to improvise fluently;
- An ability to conduct an ensemble of professional singers;
- Collegiality as a team-player to work with musical, clerical, and administrative colleagues;
- Excellent communication skills with an understanding of the need for discretion on occasion;
- An ability to work accurately and reliably to tight deadlines, and to maintain good grace and humour when under pressure;
- A sympathy for the mission of the church.

Desirable, but not essential:

- experience of developing community music projects.

## **HOURS**

The role is based on an average of 7.5 hours (1 day) per week over the year. Due to the nature of the work, with the exception of being in attendance for regular choral services (see note 1 below), the rest of the working hours will be worked flexibly, as required by workload. *N.b. Time spent playing for special services and events for which there's an additional fee does not count towards the contracted working hours.*

## **PAY**

The salary for this post is £8,000 per annum paid monthly in arrears. (Full time equivalent: £40k)

The fee for special services is currently £150, with 50% uplift if the service is recorded.

## **PENSION**

If eligible, employees are automatically enrolled into the church's Workplace Pension Scheme, into which the church contributes 7% of salary, and the employee a minimum of 1%. Employees have the right to opt out of the scheme, should they wish.

## **PAID LEAVE**

The employee will be entitled to 6 weeks paid leave each year, inclusive of public holidays. Dates to be negotiated with the Director of Music.

## **DBS**

A DBS check will not be required as the Organist & Assistant Director of Music will not be working with children or adults at risk.

## **APPLICATION PROCEDURE**

An informal conversation (in person or by phone) may be arranged with Fr Alan Gyle, by emailing [pa@spkb.org](mailto:pa@spkb.org). A visit to the church can be arranged by contacting Katja Behrens at the Parish Office on 020 7201 9999.

A Letter of Application accompanied by a full Curriculum Vitae and the names of two referees (who will not be contacted until after shortlisting has taken place) should be sent by email to Katja Behrens ([pa@spkb.org](mailto:pa@spkb.org)) by the closing date Friday, 15<sup>th</sup> October 2021.

Shortlisting will take place on Monday, 18<sup>th</sup> October and all candidates will be notified by email by midnight on that day as to the success of their application.

Auditions and an interview for the post will be held at St Paul's Knightsbridge during the week commencing 25<sup>th</sup> October 2021. Full details of requirements for audition will be communicated to successful candidates.

Appointment will be subject to the receipt of satisfactory references and provision of proof that the appointee has the right to work in the United Kingdom. Candidates may be asked to provide proof of qualifications.

### ***Note 1: Regular Choral Services***

- Every Sunday of the Church year
- The Advent Carol Service
- The St Paul's Knightsbridge Foundation Carol Service
- The Parish Carol Service
- Midnight Mass of Christmas
- Christmas Morning
- Patronal Festival (25<sup>th</sup> January, if not on Sunday)
- Ash Wednesday
- Maundy Thursday
- Good Friday
- The Easter Vigil
- The Ascension
- All Souls

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### ***Timetable:***

- Closing Date: Friday, 15<sup>th</sup> October 2021
- Shortlisting, notifications and references requested on Monday, 18<sup>th</sup> October 2021
- Interviews and auditions during the week commencing 25<sup>th</sup> October 2021
- Target start date: Advent Sunday, 28<sup>th</sup> November 2021 (or other date by negotiation)
- Probationary period: three months.