



## **Position Description**

### **Assistant Director of Music,**

### **St Mary's Cathedral**

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**Reporting to:** Director of Music, St Mary's Cathedral

**The Position:** The role of the Assistant Director of Music is to assist the Director of Music in all aspects of his work including the training and direction of the Cathedral choristers, having special responsibility for the provision of organ music in the Cathedral.

**Responsibilities:** The Assistant Director of Music is accountable to the Director of Music for the following:

- Playing the organ to a high standard for services, including accompanying the choir as required, and selecting and developing imaginative, appropriate and varied organ repertoire for use in the Cathedral
- Deputising for the Director of Music as required
- Rehearsing and directing the full Cathedral Choir (or sections thereof) as required by the Director of Music
- Assisting the Director of Music with the training of the choristers as directed, and in particular being responsible to him for the training and development of the probationer choristers as well as the Cathedral Scholars (boys with changed voices)
- Directing the Cathedral's volunteer choir – the St Mary's Singers – on behalf of the Director of Music, being responsible for all aspects of the musical direction of this group and working with the Committee which manages its operations
- Assisting as required with the administration of the music department
- Coordinating the musical arrangements for special services such as Weddings, Funerals, School services – meeting with the organisers, agreeing the musical content and assigning/booking musicians as required
- Supervising and liaising with the Music Administrator regarding the booking of musicians
- Assisting with the planning and presentation of organ recitals in the Cathedral and managing an annual series
- Drawing up rosters for other organists and managing the provision of organ music for all services in the Cathedral
- Managing and liaising with the cantors who sing for congregational services

- Overseeing the maintenance of the Cathedral organs and pianos
- Attending departmental, planning, liturgical and other meetings as required
- Other duties as directed by the Director of Music

Inter-relationships:

The Assistant Director of Music interacts with the following internal and external groups:

- Director of Music
- Dean, St Mary's Cathedral
- Music Administrator
- Cathedral staff
- Members of the Cathedral choirs
- Chorister parents
- Cathedral organists
- St Mary's Singers
- Casual musicians
- St Mary's Cathedral College staff
- Chancery Office staff
- Parishes, Clergy and agencies of the Archdiocese of Sydney
- Other churches and arts organisations

Qualifications and Experience:

The ideal Assistant Director of Music will have:

- A proven record of exemplary performance of Church Music at the highest professional level
- Appropriate musical and academic qualifications
- Demonstrated commitment to the ethos and values of the Catholic Church and its Tradition
- An appreciation and understanding of the liturgical traditions of the Catholic Church
- Experience working in a similar Cathedral music foundation incorporating child choristers, professional adult singers, and daily choral services
- An experienced user of music notation software such as Sibelius
- High level of communication and administrative skills
- A mature approach to working in a busy and demanding professional environment
- Demonstrated commitment to service and a willingness to be accountable for their performance

- Attributes: The Assistant Director of Music will demonstrate the following attributes:
- Professional manner and presentation
  - Excellent communication skills
  - Collaborative approach to all aspects of working in a busy environment
  - Attention to detail and a well ordered approach to work
  - Ability to act with discretion and to maintain complete confidentiality
  - Demonstrated commitment to client service and a willingness to be accountable for their performance
  - Demonstrated commitment to the ethos and values of the Catholic Church
  - A current Working With Children Check Clearance in New South Wales, or the willingness to submit to a Working With Children Check if not currently in possession of a clearance
- Performance Management: The performance of the Assistant Director of Music will be assessed on a regular basis having regard to:
- Their performance on the key responsibilities and attributes for this role
  - Service levels and the level of satisfaction expressed by key stakeholders
  - Ability to develop and maintain relationships with ordained and lay staff, and musicians