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# Westminster Abbey



## Music Projects Assistant

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### Job description and person specification



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## Job description

<b>JOB TITLE:</b>	Music Projects Assistant
<b>DEPARTMENT:</b>	Music
<b>POST REPORTS TO:</b>	General Manager
<b>BACKGROUND:</b>	<p>Westminster Abbey has one of the few fully professional choral foundations in the world, with a historic musical tradition and an international reputation. At its heart is the Choir of Westminster Abbey. Comprising some thirty boy choristers and twelve professional adult singers (known as Lay Vicars), the Choir plays a central role both in the daily choral services in the Abbey and in the many royal, state and national occasions that take place there.</p> <p>The Abbey's director of music and head of the Music Department holds the role of Organist and Master of the Choristers. The permanent music staff also includes the Sub-Organist, Assistant Organist, and Organ Scholar, together with the twelve Lay Vicars, Director of Music and Music Coordinator of St Margaret's Westminster, and a team of part-time singing teachers and chaperones. In addition, the department maintains an extensive register of approved freelance singers who sing as deputies with the Abbey Choir, and draws on the services of a wide range of external musicians, technicians, and specialist consultants. The Music Department's General Manager is responsible for the day-to-day running of the department, supported by the Music &amp; Chorister Recruitment Coordinator and the Music Projects Assistant.</p> <p>The core function of the Music Department is to provide choral and organ music at all services and public events in the Abbey, and to ensure that the music performed in and associated with the Abbey is of the highest possible standard. In addition, the department is responsible for the Abbey Choir's programme of extra-liturgical activities, including concerts, recordings and tours, and for the musical training of the Abbey Choristers, all of whom are educated at the Abbey's unique Choir School. The department shares with the school responsibility for the recruitment and selection of new choristers.</p>

### JOB SUMMARY

This is a key role at the heart of the Abbey's busy Music Department. The post-holder will provide essential support to the General Manager and Music & Chorister Recruitment Coordinator in all aspects of the day-to-day running of the department and the delivery of the Abbey's music projects, including concerts, tours, recordings, digital projects and statutory services.

## **MAIN DUTIES AND RESPONSIBILITIES:**

### **Concert and project administration**

- Attending concert planning meetings and undertaking event planning duties including room and equipment bookings, writing copy for event listings and programmes, and sourcing performance materials.
- Attending rehearsals and concerts and undertaking stage management, front-of-house or concert/event management duties as required.
- Carrying out tour administration as required, including compiling passport lists, completing visa paperwork, researching concert, travel and accommodation options and booking airport transfers.
- Attending recording sessions and carrying out recording and album production administration as required.
- Liaising with the Communications & Digital department regarding Digital Abbey projects as required, including A/V recordings, musical podcast projects, and other recorded and videoed ventures pertaining to the Choir and Music Department.

### **Choir Library administration**

- Ordering scores and hiring performance materials for Abbey Choir and associated ensembles as required.
- Maintaining the Choir Library catalogue database.
- Researching editions and sourcing perusal scores.
- Preparing performance materials (sometimes in conjunction with other Library staff).
- Overseeing the Choir Library office and storage facilities, and ordering supplies as required.

### **Choir and departmental administration**

- Providing day to day administrative and practical support to the department.
- CRM diary support.

### **Publications and Promotion**

- Assisting with the compiling, editing and typesetting of concert programmes and other publications.
- Supporting the General Manager and Music & Chorister Recruitment Coordinator in ensuring that musical events and choristership opportunities are effectively promoted through print and digital media and via the Choir and Abbey social media channels.
- Researching marketing avenues for choristership and performances.

### **Chorister Recruitment**

- Supporting the Music & Chorister Recruitment Coordinator during the chorister audition process.
- Attending and facilitating chorister recruitment events and outreach activities.

### **General**

- Undertaking any other duties which are within the scope, spirit and purpose of the job, as requested by the line manager or head of department.

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## **Safeguarding**

Westminster Abbey is committed to the safeguarding of children, young people and adults at risk. To prevent them from harm, we undertake appropriate checks on staff and volunteers and require them to complete relevant safeguarding training.

## Person Specification

*This section outlines the knowledge, skills and abilities the job holder needs in order to fulfil the requirements of the post. 'Essential' criteria are those that the job holder absolutely must have in order to do the job. 'Desirable' criteria are those qualities that would be either useful, or an advantage or those which the job holder can be trained to do.*

	ESSENTIAL	DESIRABLE
<b>Education / Training</b>	<ul style="list-style-type: none"> <li>▪ Educated to degree level (or equivalent) in Music</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>▪ Experience of working on concerts or other public events</li> <li>▪ Experience of working with professional musicians</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of working in a classical music/arts organisation</li> <li>▪ Experience of using desktop publishing systems</li> <li>▪ Experience of education and outreach activity</li> <li>▪ Experience of marketing or PR</li> <li>▪ Experience of editing and/or copywriting</li> </ul>
<b>Skills / Knowledge / Competencies</b>	<ul style="list-style-type: none"> <li>▪ Excellent IT skills, including a thorough working knowledge of Microsoft Office</li> <li>▪ Developed communication skills, including a high standard of written and spoken English</li> <li>▪ Ability to build and maintain effective working relationships with colleagues and external contacts</li> <li>▪ Accuracy and attention to detail</li> <li>▪ Ability to manage a diverse and demanding workload, prioritising to meet multiple deadlines</li> <li>▪ Ability to work effectively as part of a team</li> <li>▪ Thorough general musical knowledge and ability to read music</li> </ul>	<ul style="list-style-type: none"> <li>▪ Knowledge of church music</li> <li>▪ Knowledge of German and/or Latin</li> <li>▪ An understanding of the workings of a church institution</li> <li>▪ Familiarity with CRM databases and/or scheduling software</li> <li>▪ Proficiency in the use of social media</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>▪ Understanding of and sympathy with the mission and values of the Abbey</li> <li>▪ Sympathy with the traditions of cathedral music</li> <li>▪ Willingness to work flexibly, including occasional evenings and weekends when required</li> <li>▪ Discretion, sound judgement and ability to maintain strict confidentiality when handling personnel matters and sensitive data</li> </ul>	

*This Job Profile will be kept under review and may be amended by the Dean and Chapter from time to time. Any proposed changes will be discussed with the post holder.*