

# Music Administrator, Temple Church

## *Job Description*

### Reporting to:

- The Director of Music
- The Master

## 1. The Temple Church

Consecrated in 1185, the Temple Church is one of the most historic in London and lies 'off-street' between Fleet Street and the River Thames. For the past four hundred years it has been in the care of Inner and Middle Temple, two of four legal societies, the Inns of Court. Since the 17th Century, the Temple Church has been a centre of music and today the Temple Church Choir is considered to be one of the finest choirs in London. Though its main purpose is to enhance the worship of the services, the choir has also been involved with many exciting projects outside its liturgical commitments.

The daily life of the Church includes a weekly schedule of two choral services, two said Communion services, plus regular baptism, marriage, funeral and memorial services. Beyond the liturgical life of the church, there is a busy concert schedule, which includes a weekly organ recital as well as external bookings. The church diary is managed in liaison with the Inns' diaries. The Music Administrator works closely with the Director of Music to ensure the smooth-running of all aspects of the Temple Church Music department.

## 2. Music Administrator: General Duties

- Full use of Microsoft Office, including the maintenance of the database (Microsoft Access).
- Practical help at concerts supporting the Director of Music and Organist.
- Liaison with the Inner Temple accounts department over the payment of music department invoicing and finance (and occasionally general church financial matters).
- Preparation of budgets and spreadsheets (with direction from the Director of Music).
- Publicity and posters/banners for many of the church services, events and exhibitions.
- Supporting the Verger with the Church's website maintenance.
- Production of the service sheets in the absence of the PA to the Master.
- Liaison with both the Inner and the Middle Temple over Church events.
- Close liaison with the PA to the Master of the Temple.
- Close liaison with the two Chorister Chaperones.

## 3. Safeguarding/Disclosure and Barring Service (DBS) Checks

The Music Administrator is the Temple Church's Safeguarding Officer and named as such in the Temple Church's Child Protection Policy in partnership with the Diocese of London, which involves:

- Undertaking Safeguarding Training provided by the Diocese of London as well as the City and Hackney Safeguarding Children's Board.
- The implementation of the Temple Church Child Protection Policy and procedures as advised by the Diocese of London.

- Responsibility for ensuring the coordination of any concerns about a child's welfare or the behaviour of an adult working or in contact with the children when on the Temple Church's premises.
- Ensuring that all adults who work with or have a duty of care over the children have an enhanced Disclosure and Barring Service (DBS) check.

#### **4. Personal Assistant to the Director of Music**

- Administration of concert arrangements.
- Liaison with the Temple Music Foundation (TMF) and outside bodies regarding recordings and rehearsal schedules (including church bookings), concert programme contents (and the writing of programme notes), collation of texts and biographies.
- Implementation of promotional material for wider appreciation of the church and the choir's activities through social media (for example, videos, YouTube links, Twitter, tour photos and recordings, as well as audio visual and interactive media). Use of the church's social media accounts for better publicity and marketing coverage.
- Collating Wednesday recital programmes.
- Communication of all choir activities, external and internal, within the Inns.
- Booking alternative rehearsal venues when required.

#### **5. Child Licensing**

The Music Administrator is responsible for ensuring that the choristers are licensed to perform when necessary.

There are three different types of Child Performers' Licences as follows:

##### **i. Body of Persons Approval for the Employment of Children in Entertainment**

This is for children who:

- Perform as a group
- Are not being paid
- Are not missing school

The Temple Church has such a licence, for which the Music Administrator applies annually to the City of London, for all performances at the Temple Church where the above specifications apply.

## ii. Child Performance Licence

This is an individual licence for which an application is submitted per child to his London Borough of residence. An individual licence is necessary when:

- A child is missing school for a performance
- A child is paid

In the Choir's case, this means submitting individual applications to the Education Departments of several London Boroughs.

## iii. Employment of Children Abroad (ECA Licence)

This is a group licence for which an application is submitted to Westminster Magistrates' Court when the children are performing abroad, if:

- They are missing school
- They are being paid

## iv. Chaperones

Included in all of the above is the necessity for licensed child chaperones. The Music Administrator is a licensed chaperone and ensures that accompanying chaperones hold a current licence issued by their local authority. It is the chaperones' role to keep records for every hour (from arrival to departure) that the child is in their care and that the rehearsal/performance times adhere to the Children (Performance and Activities) (England) Regulations 2014.

## 6. Chorister Recruitment

The Music Administrator is the contact for all new chorister queries and arranges voice trials, usually once per term, when there are several candidates out of which perhaps one or two are recruited from a 10-minute voice trial per child. Online applications are submitted via the Church's website or by request directly to the Music Administrator. (In the past, the Temple Church has held *A Chorister for a Day* recruitment drive as well as placing advertisements in the *British Music Yearbook* and the *BBC Proms* programme. In recent years, advertising has not been necessary.)

## 7. Choristers' Schools and Scholarships

Two-thirds of the choristers attend the City of London School for Boys (CLSB), whilst the remaining third attend other independent/state schools. The Music Administrator works in close liaison with the choristers' schools with regard to scholarship payments and leave of absence requests, as well as the avoidance of any potential clash of interest between the schools' and the church's diaries. It is the role of the Music Administrator to ensure that all schools are aware of the choir's diary where necessary. The Music Administrator liaises with CLSB's admissions department over the pre-assessments of young chorister recruits.

The Music Administrator manages the choristers' scholarships in liaison with the Director of Music and the Inner Temple Accounts department.

## **8. Temple Church Youth Choir**

The Music Administrator supports the Director of Music in the administration of the newly formed Temple Church Youth Choir for former choristers aged 14-18.

## **9. External Visits and Concerts / Tour Management**

The Choir sometimes travels nationally and internationally. The Music Administrator ensures the necessary arrangements are in place, requiring:

- A costing and feasibility study (with the help of the Director of Music, the Sub-Treasurer and the Chairman of the Church Committee) ensuring that the Choir's Temple commitments are not compromised.
- A prior visit to the venue either in the UK or abroad:
  - To meet the organisers.
  - To ensure the performance venues / accommodation requirements (particularly as far as the choristers are concerned) meet all health and safety standards, after which, a risk assessment is submitted with the necessary child licence application (see section 5).
- Hotel and flight bookings for up to forty personnel.
- Visa arrangements where necessary.
- Ground transportation arrangements (usually by coach and, occasionally, internal flights).
- That the necessary child protection and licensing measures are put in place (as listed in section 5), including the completion of a parental consent/medical information form for all choristers.
- The distribution of schedules and supporting documentation for interested parties.
- That all of the above remains within budget.

## **10. Chorister Parents**

Liaison with twenty-four sets of chorister parents is ongoing. The Music Administrator prepares the termly choir diary and sends to parents in the second half of the previous term; a weekly email is also sent to parents, outlining the following week's events. The Music Administrator, in liaison with the Director of Music and the Head Chorister's Parents, arranges and attends various social occasions and outings for the boys.

## **11. Remuneration**

The remuneration is £32,500 per annum plus pension contribution, private health care and free lunch/lunch allowance.

## **12. Holidays**

25 days per year plus bank holidays.

### **13. Disclosure and Barring Service**

An enhanced Disclosure and Barring Service check is required for this position.

### **14. Interviews**

Interviews will be held on Monday 15 April 2019.

### **15. Application process**

Please send a covering letter (either by email or post) outlining your suitability for the role together with a CV and two referees (who know you in a work capacity) by **Friday 5<sup>th</sup> April 2019** to:

Liz Clarke, *Music Administrator*  
Temple Church Music Office  
1 Inner Temple Lane  
Temple, London EC4Y 1AF  
Tel: 020 7427 5650  
Email: [liz@templechurch.com](mailto:liz@templechurch.com)  
Website: [www.templechurch.com](http://www.templechurch.com)

## Temple Church Music Administrator / Person Specification

	Essential	Desirable
<b>Qualifications</b>		
• Educated to degree level or equivalent		✓
• Evidence of recent and relevant safeguarding training	✓	
<b>Experience</b>		
• Ability to use ICT/Social Media effectively.	✓	
• Child safeguarding, and licensing arrangements as well as the organisation of performances involving children.	✓	
• Experience as a Music Administrator including national and international tours	✓	
<b>Skills</b>		
• Must be well organised	✓	
• Excellent administrative and computer skills including Microsoft Office for production of spreadsheets, schedules, orders of service, concert programmes, choir diary etc.	✓	
• Excellent communication and organisational skills	✓	
• Ability to work hard under pressure while maintaining a positive, professional attitude	✓	
• Ability to organise and prioritise workload and work on own initiative	✓	
<b>Knowledge and Understanding</b>		
• Working with children	✓	
• Church music and liturgy		✓
<b>Equal Opportunities</b>		
• Understanding of different social backgrounds of the choristers	✓	
• Understanding the needs of the choristers and the appropriate policies to support them	✓	