

Assistant Director of Music Job Description

Reporting to:

- The Director of Music

Key Lateral relationships:

- Music administrator
- Master of the Temple
- Reader of the Temple
- Church Administrator
- Verger

Job Description

- Directing the Temple Church Choir and the Temple Singers in the Director of Music's absence
- Taking chorister and probationer rehearsals as directed by the Director of Music
- Taking an active role in the musical education of the choristers
- Implementing and building an internal music syllabus including exam papers
- Running the Library
- Ensuring all singers have the correct music
- Ordering new music
- Producing psalms and concert booklets
- Assisting in Youth Choir rehearsals
- Liaise with the Director of Music and singing teachers over progress of choristers
- Attend and contribute to voice trials
- Deputise as organist when required and to give occasional recitals

Booking of Singers

- For all standard services at the beginning of term.
- Arranging deputies as necessary throughout the term
- Booking singers for extras, such as memorials services and concerts
- Responsible for all communication with the Choirmen and Temple Singers
- Arrange all deputy auditions

Hours of Work

- Monday: 12.00noon-6.00pm
- Wednesday: 12.00noon-6.30pm
- Thursday: 12.00noon-6.00pm
- Friday: 12.00noon-6.00pm
- Sunday: 9.00am-1.00pm

NB There can be some flexibility here

Audition

The audition date is **Friday 10 May 2019**. Candidates will be required to:

- Attend an interview
- Rehearse *Os Justi* (Bruckner) with the Temple Singers (allotted time: 15 minutes)
- Teach the pre-probationers a new hymn (allotted time: 15 minutes)

Remuneration

The remuneration is £22,000 per annum plus pension contribution, private health care and free lunch/lunch allowance

Disclosure and Barring Service

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

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 3 May 2019** to:

Liz Clarke, *Music Administrator*

Temple Church Music Office

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Temple, London EC4Y 1AF

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Email: liz@templechurch.com

[Website: www.templechurch.com](http://www.templechurch.com)