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### Liturgy & Music Assistant

The successful candidate will possess strong organisational and secretarial skills, with high standards of visual presentation. Accuracy is also a key attribute, along with good computer literacy.

***Working Hours:*** Monday: 9.00-1.00 and 2.00-5.00

Tuesday ***–*** Friday: 9.00-1.00

 (Total: 23 hours; FTE 0.6) but some flexibility on both sides to be expected

***Salary:*** £9,970 per annum

***Pension:*** You may opt in to the contributory pension scheme

***Annual Leave:*** 25 days per annum pro rata plus public holidays

***Closing Date:*** 14 July 2015

***Interview Date:*** 21 July 2015

1. **The Liturgy and Music Department**

The mission and purpose of the Cathedral is rooted in its daily worship, and ensuring that the standard of that worship remains as high as possible is a priority for the Dean and Chapter. The work of the Liturgy and Music Department underpins that aspiration to continually achieve the highest standards in worship, liturgy and music. Its members are: the Precentor, the Organist, Assistant Organist and Organ Scholar, the Liturgy and Music Administrator and the Liturgy and Music Assistant. The vergers also fall within the supervision of the department.

1. **Primary Purpose**

To provide support and secretarial services in support of the Liturgy & Music Department or within some other such department as the Chapter may reasonably require from time to time. In particular this involves the provision of a wide variety of printed material (including orders of service, pew sheets, music listings, concert programmes, posters, leaflets) with a consistently high degree of accuracy and stylistic presentation. Specific support for the Cathedral music includes the administration of the visiting choirs programme, and the Lunchtime Concert series. The Liturgy and Music Assistant provides administrative assistance to the Cathedral’s Day Chaplain Scheme, and will be required to implement and operate a system to deal with requests for Carol Service tickets and other services as necessary. The post-holder will be expected to provide reasonable secretarial support to the Precentor, the Organist and the Liturgy and Music Administrator. The role also includes general responsibility for the maintenance of the Cathedral’s printing equipment.

**3. Accountability**

1. Accountable to the Communar (senior lay administrator) through the Liturgy and Music Administrator.
2. Under the functional authority of the Liturgy and Music Administrator.

**4. Principal Tasks**

Provide administrative and secretarial support to all members of the Liturgy and Music Department, in particular:

1. Draft, print and distribute the weekly pew notes.
2. Print and distribute service booklets, music schema and any other material required by the department, and supervise general maintenance of specific printing equipment used by the department.
3. Ensure that Liturgy and Music events are accurately entered into the Cathedral Diary.
4. Administer the Cathedral’s visiting choirs programme as follows:
5. Book visiting choirs and update diary.
6. Agree rehearsal schedules.
7. Liaise with visiting choirs to agree repertoire (with the Precentor and Organist).
8. Ensure that visiting choirs are fully briefed and prepared in advance.
9. Brief vergers and other key staff regarding visiting choir requirements as appropriate.
10. Administer the Cathedral’s weekly Lunchtime Concert series as follows:
11. Produce advance publicity material to agreed deadlines.
12. Confirm repertoire; compile and produce programmes.
13. Provide administrative support to the Cathedral’s Day Chaplain scheme, in particular compiling and circulating the monthly rota.
14. Log and collect all requests for Carol Service tickets (and other ticketed services as required); allocate tickets in accordance with agreed principles.
15. Provide administrative support to the Precentor for events such as quiet days, Cathedral retreats, etc.
16. Support for the department’s website entries and other digital presence as this develops across the organisation.
17. Provide secretarial support to the Organist and Master of the Choristers, including administrative support for the Chichester Cathedral Choral Foundation Fund.
18. Assist with general concert administration as required by the Liturgy and Music Administrator.
19. Other general secretarial and administrative support as required. This will include ensuring that printing equipment is adequately maintained, and overall responsibility for stationery supplies.

**5. Required knowledge**

 Microsoft Office (Word, Excel, Publisher, Powerpoint, Outlook)

**6. Desirable knowledge/experience**

 Sibelius software

 Microsoft Access

Adobe Photoshop

General musical knowledge

Outline knowledge of the Church of England’s services and structures

**7. Applications**

Applications for the position of part-time L&M Assistant accompanied by a completed job application form, CV and the names and addresses of two referees (one being a current or recent employer) are required by 14 July 2015.

For an application form please e-mail the Administrative Secretary at admin@chichestercathedral.org.uk or telephone 01243 812492.