



LLANDAFF CATHEDRAL EGLWYS GADEIRIOL LLANDAF

Appointment of ASSISTANT DIRECTOR OF MUSIC

Background

The newly created post of Assistant Director of Music will be established from 1st August or as soon after that as possible. The Assistant Director of Music will support the work of the Director of Music (Stephen Moore, 2016) in his statutory duty to supervise all music in the Cathedral. The duties may be found outlined in the Job Description.

Llandaff Cathedral's multifaceted role is understood in various ways. As the Mother Church, it is the focus for the corporate life of the Diocese of Llandaff, which is part of the Anglican Province of The Church in Wales. It is therefore the seat of the Bishop of Llandaff and as such supports and facilitates the bishop's sacramental and teaching ministry. The Cathedral also has its own vibrant parish, with a busy round of occasional offices and a demanding pastoral ministry. Finally, by virtue of its place in Wales' capital, Llandaff Cathedral plays host to many services of national significance. We have principal relationships with four schools in the parish; the Cathedral School (from which our choristers are drawn), a Voluntary Aided Church Primary and Secondary School, and to a lesser extent, *Howells*, an independent day school for girls with co-educational upper streams. St Padarn's Institute, the Church in Wales' ministerial training institution, has a Centre close by.

In the years 2010 to 2016 the music department at Llandaff experienced extreme financial challenges, upheaval and uncertainty. The appointment of the current Director of Music in 2016 along with the creation of a new Chapter in 2019 has brought stability and purposeful direction to the choral life of the Cathedral. From September 2021 the expansion of the department to include a choir of girl scholars alongside the existing boy choristers is the natural progression of a re-vitalised and progressive Cathedral music department. It will increase the choral resources of the Cathedral, broaden the musical repertoire and develop the opportunities available to young singers.

The Cathedral Music Department

The Assistant Director of Music will be managed by the Director of Music who is responsible for overseeing all music aspects of the Cathedral's life. The Cathedral has a thriving music department and from September 2021 it will consist of four main choirs:

- The Cathedral Choir (separate streams of up to 18 boys/18 girls)
- The 'Back Row' of ATB (6-10 at each service)
- The Parish Choir (16 girls/boys and voluntary ATB)
- The Cathedral Consort (a group of up to 24 adult fully auditioned SATB)

The Cathedral Choristers are all educated at the Cathedral School, Llandaff, a fully co-educational school of around 800 pupils located only a stone's throw from the Cathedral on the site of the Old Bishop's Palace. Rehearsals take place five mornings a week before lessons begin. The Choristers receive a remission on the school fees in return for their commitment to the Cathedral music. There is a busy schedule of extra services, trips, broadcasts and tours which is constantly being developed. In the last few years this has included a sold-out concert just before Christmas 2019 and a concert with the City of London Sinfonia as part of their 2019 Cathedrals Tour. During 2018, the choir sang live on BBC Radio 4 Morning Worship and as part of a live service on BBC1 Wales and S4C for the centenary of Armistice Day. Earlier that year a CD of music for Advent and Christmas was recorded and released with Regent Records. In March 2021, the choir recorded two episodes of Songs of Praise due for broadcast on Easter Day and during the Autumn. The choir has sung in many other places in recent years including the Cathedrals of St Paul's, Gloucester, Bristol and a week-long residency at Canterbury. Recent foreign tours have included Sweden and France.

Permanent Live-Streaming equipment has recently been installed in the Cathedral at considerable expense. The system includes cameras in the Nave, Lady Chapel and Organ Loft making it possible to broadcast services and recitals and create a bank of music which may be used to enhance the liturgical output of the Cathedral through online services.

In addition to Timothy Hill (Assistant Director of Music at the Cathedral School), who will be stepping down from his role as Director of the Girl Choristers at the end of the current academic year, the Director of Music is assisted by David Thomas (Parish Organist and Director of the Parish Choir) and Philip Aspden (Director of Music at the Cathedral School). Both are proficient organists and will continue to take an active role in the music of the Cathedral playing for services as required. It is expected that the Assistant Director of Music may also take a role in the provision of music at the 9.00am Parish Eucharist on Sundays.

The Cathedral Organs and Pianos

The Cathedral Organ is a 4-manual Nicholson & Co. instrument, built in two stages and installed between 2010 and 2013. The Organ is the largest, wholly new Cathedral Organ to be built in the UK since that of Coventry in the 1960s and is an instrument of immense colour and capacity, both as an instrument for solo and accompaniment work. A specification may be found attached.

In addition, the Cathedral houses a small chamber organ in the Lady Chapel (soon to be replaced by a 2-manual electronic instrument), an electronic Chamber Organ in the Choir, a 1972 Steinway D Concert Piano in the Nave and a Yamaha C2 Grand Piano in the Song Room.

With the agreement of the Director of Music and subject to the Cathedral diaries, the Cathedral Organs and Pianos will be available for the use of the Assistant Director of Music for practise and teaching purposes.

Role Purpose

The Music Department is entering a new phase of development in 2021 and the role of Assistant Director of Music is intended to strengthen the team responsible for the delivery of musical excellence. The team at Llandaff Cathedral is small and close-knit, though the output of music department is significant, providing up to eight choral services a week in term time. The post holder will, along with Cathedral Chapter and Director of Music, be involved in shaping and developing the department for the future.

It is expected that the Assistant Director of Music will be the principal organist of the Cathedral, playing at statutory and special services as required. The post holder will also receive significant opportunity to rehearse and direct the various choirs of the Cathedral. He/she will need to have a firm understanding of training and motivating singers of all ages, particularly young voices, and will be expected to strive for the highest possible standards in everything that they do.

Given that the majority of work will take place in a place of Christian Worship it is expected that the successful candidate be in sympathy with the ethos and tradition of the Church in Wales. The Assistant Director of Music will be expected to take a full part in the community and life of the Cathedral.

The Cathedral wishes to appoint an excellent all-round musician who:

- has a high degree of proficiency as an organist in both liturgical and solo capacities.
- has the necessary skills to enhance the liturgy through their organ playing.
- has the ability to teach and rehearse choristers and probationers.
- has the musical and personal skills to help prepare adult singers of differing levels of experience.
- is a competent choral conductor.
- has good communication and interpersonal skills.
- has the ability to work both independently and as part of a team.
- is a Christian musician with a firm grasp of modern and traditional Anglican liturgical principles.
- can contribute creatively and imaginatively to an ongoing period of musical development.
- shows maturity and is stimulated by the high expectations of those around them.

Pattern of Worship

The Cathedral maintains a busy schedule of worship. Before the beginning of the COVID-19 pandemic this was as follows:

Sunday worship:

7.30am	Matins (said)	
8.00am	Holy Eucharist (said)	Welsh Book of Common Prayer, 1984
9.00am	Parish Eucharist	Contemporary Language
	<i>Congregational with Parish Choir singing Responsorial Psalm, Anthem and Hymn during communion.</i>	
	<i>There is a thriving Sunday School of around 80-100 children.</i>	
11.00am	Choral Eucharist	Contemporary Language
	<i>Sung by the Cathedral Choir and with Incense.</i>	
12.30pm	Holy Eucharist (said)	Welsh Book of Common Prayer, 1984
3.30pm	Choral Evensong	
	<i>Sung by the Cathedral Choir</i>	

Weekday worship:

8.30 am	Morning Prayer	Daily
9.30am	Holy Eucharist	Saturday
10.00 am	Holy Eucharist / Yr Offeren	Monday to Friday
5.30 pm	Evensong/Evening Prayer	Daily

This service is sung on Monday to Friday by the Cathedral Choir and is usually said on Saturdays. Outside of school term there may be a visiting choir or Evening Prayer will be said.

Proposed Music Department weekly schedule from September 2021

Monday

0800-0900	Boy Chorister Rehearsal
0800-0900	Girl Chorister Rehearsal
1600	Girl Chorister Tea
1630	Girl Chorister Rehearsal
1650	Full Rehearsal (Song Room & Cathedral)
1730	Evensong (Girls and ATB)
1830	Parish Choir Rehearsal

Tuesday

Assistant Director of Music day off

0800-0900	Boy Chorister Rehearsal
1030	Cathedral Staff Meeting
1600	Boy Chorister Tea
1630	Boy Chorister Rehearsal (Song Room & Cathedral)
1730	Evensong (Boys only)

Wednesday***Director of Music day off***

0800-0900 Girl Chorister Rehearsal
1600 Girl Chorister Tea
1630 Girl Chorister Rehearsal (Song Room & Cathedral)
1730 Evensong (Girls and ATB)

Thursday

0800-0900 Boy Chorister Rehearsal
0800-0900 Girl Chorister Rehearsal
1600 Boy Chorister Tea
1630 Boy Chorister Rehearsal (Song Room & Cathedral)
1650 Full Rehearsal
1730 Evensong (Boys and ATB)

Friday

0800-0900 Boy Chorister Rehearsal
0800-0900 Girl Chorister Rehearsal
1030 Music and Liturgy Team meeting
1650 Back Row Rehearsal (Song Room & Cathedral)
1730 Evensong (ATB) *Some weeks unaccompanied*
1900-2030 Consort Rehearsal (Song Room – twice monthly)

Saturday

Whole Department day off

Evensong or other services may occasionally take place on a Saturday.

Sunday

0830 Parish Choir Rehearsal
0900 Parish Eucharist
0945 Chorister Rehearsal (Song Room)
1000 Full Rehearsal (Song Room & Cathedral)
1100 Choral Eucharist
1430 Full Rehearsal (Song Room & Cathedral)
1530 Evensong

Key Responsibilities

1. Organ playing, choir training and other musical duties

- 1.1 Work under the direction of and in partnership with the Director of Music in providing music for all Cathedral services.
- 1.2 To play the organ at statutory and special services as required, selecting organ music and responding creatively to the liturgical context and planning to agreed deadlines.
- 1.3 To play the organ for concerts, recordings, broadcasts and on choir tours as and when they arise.
- 1.5 To ensure that sufficient time is given to personal musical preparation, practice and learning of new repertoire.
- 1.6 Perform at least one recital per year in both Cathedral Recital series.
- 1.8 Maintain high standards in all aspects of the musical output of the cathedral.

2. Choral Direction and other musical duties

- 2.1 To work under the direction of and in partnership with the Director of Music, in training and directing the choirs of the department, and to deputise for him in his absence.
- 2.2 Support the Director of Music in his responsibility for the welfare, good conduct and discipline of the choristers, adult members of the choirs and other members of the music department.
- 2.3 To take an active role in the provision of music for the 9.00am Parish Eucharist each Sunday.
- 2.4 To play a significant part in the development and direction of the Cathedral Consort.
- 2.5 With the Director of Music, seek ways in which to develop the choral output of the department including outreach work in the diocese and the possibility of establishing new choirs.

3. Recruitment

- 3.1 To participate in chorister recruitment initiatives.
- 3.2 Contribute to the arrangements for holding voice trials to recruit choristers in partnership with the Cathedral School.
- 3.3 Assist in the appointment of adult members of the choir.
- 3.4 Assist in the recruitment and audition process for the Cathedral Consort.

4. Routine meetings and communication

- 4.1 Attend weekly Music and Liturgy meetings with the Director of Music and Canon Precentor.
- 4.2 Attend Full Cathedral Staff meetings and/or other meetings in the absence of the Director of Music.
- 4.3 Meet regularly with the Director of Music to facilitate planning towards all aspects of the department, tours, recordings, broadcasts, concerts and other special events as and when they arise.
- 4.4 On occasion, attend meetings of the Cathedral Choir Association when invited to do so and take an active role in their fundraising and social initiatives.
- 4.5 Attend the Assistant Cathedral Organists' meetings and residential courses.

5. Key Relationships

- 5.1. At the Cathedral, foster and maintain relationships with Clergy, Staff, Volunteers, Colleagues in the music department and Chorister Parents.
- 5.2. Foster and maintain relationships with key individuals at the Cathedral School including the Head and her assistants, Director of Music and his assistants, School Chaplain and other members of staff.
- 5.3. Foster and maintain relationships with other schools and educational establishments in the Cathedral Parish and Diocese of Llandaff.
- 5.4. Foster and maintain relationships with the SE Wales RSCM area, local Organists' Association and other groups across Cardiff.

6. Administrative

- 6.1. Support the Director of Music by taking a full and active role in the administration of the music department.
- 6.2. To have oversight for the provision of Visiting Choirs at the Cathedral.
- 6.3. With the Director of Music, to assist in preparation of budgets and maintaining of financial records in relation to the Music Department.
- 6.4. Assist in the organisation and running of the Organ Recital and Saturday Lunchtime Recital series.
- 6.5. Assist with social media postings and other publicity when required.
- 6.6. Share oversight for the cathedral choirs' music library ensuring that music is purchased, bound, labelled, maintained and catalogued in good condition.
- 6.7. Be responsible for submitting and completing PRS returns.
- 6.8. To be familiar and comply with Cathedral Policies but in particular the Health & Safety Policy and the Safeguarding Policy.

7. Safeguarding

- 7.1. All staff and volunteers are expected to demonstrate a commitment to safeguarding the welfare of all children and adults who may be vulnerable, who are involved with and/or visit the Cathedral. The Assistant Director of Music will be expected to adhere to policies and procedures, following good practice in relation to their own behaviour and conduct and undertaking any safeguarding duties commensurate with their role.

8. Training and Development

- 8.1. The job is broad enough to allow the skills of the candidate to be encouraged and developed in many ways. There will be the opportunity to develop personal and musical skills.

Person Specification

Essential	Desirable
Musical	
A first-rate organist, solo player, accompanist and liturgical organist.	RCO qualifications or equivalent.
Knowledge of a broad spectrum of organ repertoire and the desire to seek to expand it.	
Understands the potential of hymn playing, improvisation and choice of organ music to enhance the liturgy, and can respond sensitively to liturgical direction.	
Previous experience in working with a cathedral, collegiate or greater church choir.	
Educated to degree level.	Music degree or Postgraduate study.
A good knowledge of basic vocal technique, with a desire and will to develop in this area.	The ability to demonstrate good singing technique.
A passion for teaching, especially young people.	Prior experience of working with Choristers.
The ability to engage and inspire singers of all ages through enjoyable and productive rehearsals.	
Confidence in working with other professional musicians, especially singers.	
A knowledge of the Anglican liturgy and its associated music.	
Christian Faith	
Sensitivity to the needs and aims of a Christian organisation and in sympathy with the ethos of Anglican choral worship.	
Safeguarding	
Thorough knowledge and experience of current safeguarding procedures.	
Someone who values the welfare and wellbeing of others, especially children.	
Administration	
Good time management and personal organisation with the ability to work under pressure.	
Competence in key administrative duties, including the use of standard IT and music notation software.	
A willingness to take direction, but also to take the initiative and lead as may be appropriate.	
Enthusiasm for working as a member of a team.	
Able to work to deadlines and under pressure.	
Personal Skills	
Commitment to development as a professional musician within the context of a Cathedral.	A full driving licence.
The ability to develop good working relationships based on trust and respect.	Willingness to be trained as a First Aider.
Willingness to work flexibly whilst maintaining a good work/life balance.	

Terms and Conditions of Employment

Salary	£24,000-£27,000 per annum depending on experience. Extra fees may be payable for some services (Weddings, Funerals etc.) as set out in Appendix A. Other fees for broadcasts, recordings and concerts are agreed on a case by case basis. No accommodation is offered with this post.
Pension	A contributory pension scheme is available and the employer will match a contribution to an approved pension plan of up to 8%.
Hours of work	Full time with at least one day clear of duties each week during choir terms. As with any such post, working hours vary to meet demands and includes working on Saturdays and Sundays.
Holidays	You will be entitled to half of choir holidays as paid holiday, equating to around 35 days a year, including six Sundays. Choir holidays are agreed annually and correspond to the holiday periods of the Cathedral School except for the week leading up to Christmas Day and from Palm Sunday until Easter Day. You may be required to work on Bank Holidays.
Probation Period	Three months, during which progress will be regularly reviewed. The period may be extended at the discretion of the Cathedral Chapter.
Appraisal	Once the post-holder has been confirmed, he or she will have annual appraisals with the Canon Precentor, in accordance with the relevant current Chapter Policy.
In service Training	Encouraged, offered and arranged where appropriate.
Safeguarding	Offer of the position will be made subject to the satisfactory completion of an Enhanced DBS check and the agreement to abide by Llandaff Cathedral's safeguarding policy.

Appendix A – Fees for Occasional Services

Extra fees are payable for playing or directing at weddings, funerals and for participating in broadcasts, recitals, recordings and some choir concerts. Fees are not payable for Diocesan services, e.g. confirmations. All fees from performances as part of Cathedral duties are paid through the Cathedral payroll with the appropriate taxes deducted.

Funerals

Organist £105

Weddings

Organist £170

Where the above is live-streamed or recorded, the fee paid will be increased by 50%.

Other Occasional Services (e.g. Services for External Organisations)

Organist £150

Directing a Choir £200

How to apply

Applications should consist of the following items:

- A completed application form, confidential declaration form and diversity form.
- Your Curriculum Vitae.
Please note that this can only be accepted in addition to and not instead of a completed application form.
- A letter of application which:
 - a. Explains what attracts you to this particular post.
 - b. Highlights areas of your experience that meet the Person Specification.
 - c. Gives some idea of your career to this point and how this post will aid your future aspirations.

Applications may be sent electronically or be posted to:

The Canon Precentor, The Revd. Canon Mark Preece
precentor@llandaffcathedral.org.uk
The Administration Office,
Llandaff Cathedral,
Llandaff,
Cardiff.
CF5 2LA

The deadline for applications is **midday on Friday 30th April 2021.**

Shortlisted Candidates will be notified by email and interviews will take place on the 20th and 21st May.

Following rehearsal time on the Cathedral organ, shortlisted candidates will be asked to play two contrasting pieces (of not more than 15 minutes in total). One of these pieces should be by Johann Sebastian Bach.

They will be asked to perform an accompaniment and accompany a psalm to Anglican Chant.

There will be other tests that may include several scenarios for improvisation, transposition and score reading.

Candidates will also be asked to take a short rehearsal with a group of choristers and ATB and to attend a panel interview.

In addition to the above there will be an opportunity to meet other members of the Cathedral staff and community, and to visit the Cathedral School.

If you would like to arrange an informal conversation about this post, then please contact Stephen Moore, Director of Music (stephenmoore@llandaffcathedral.org.uk) or The Reverend Canon Mark Preece, Canon Precentor (precentor@llandaffcathedral.org.uk).

LLANDAFF CATHEDRAL ORGAN

NICHOLSON & CO. 2010 & 2013

Manuals CC to C (61 notes) – Pedals CCC to G (32 notes)

Pitch A = 440 Hz @ 16.7c

Pedal

- 1 Double Open wood 32 (A)
- 2 Contra Bourdon 32
- 3 Open Wood 16 (A)
- 4 Open Metal 16
- 5 Open Diapason 16 (Great)
- 6 Gamba 16 (Solo)
- 7 Bourdon 16 (B)
- 8 Echo Bourdon 16 (Choir)
- 9 Octave 8 (A)
- 10 Principal 8 (C)
- 11 Bass Flute 8 (B)
- 12 Fifteenth 4 (C)
- 13 Mixture III 15.19.22
- 14 Contra Trombone 32 (D)
- 15 Bombarde 16 (E)
- 16 Trombone 16 (D)
- 17 Double Trumpet 16 (Swell)
- 18 Bombarde Clarion 8 (E)
- 19 Trumpet 8
- i. Choir to Pedal*
- ii. Great to Pedal*
- iii. Swell to Pedal*
- iv. Solo to Pedal*
- v. Great Reeds on Pedal*

Great

- 33 Double Open Diapason 16
- 34 Open Diapason I 8
- 35 Open Diapason II 8
- 36 Harmonic Flute 8
- 37 Stopped Diapason 8
- 38 Gamba 8
- 39 Principal 4
- 40 Wald Flute 4
- 41 Twelfth 2 $\frac{2}{3}$
- 42 Fifteenth 2
- 43 Seventeenth 1 $\frac{3}{5}$
- 44 Fourniture IV 15.19.22.26
- 45 Sharp Mixture III 26.29.33

Choir

- 20 Bourdon 16
- 21 Open Diapason 8
- 22 Bourdon 8
- 23 Principal 4
- 24 Chimney Flute 4
- 25 Nazard 2 $\frac{2}{3}$
- 26 Fifteenth 2
- 27 Blockflute 2
- 28 Tierce 1 $\frac{3}{5}$
- 29 Larigot 1 $\frac{1}{2}$
- 30 Mixture III 19.22.26
- 31 Cremona 8
- 32 Tremulant
- vi. Swell to Choir*
- vii. Solo to Choir*

- 46 Contra Posaune 16
- 47 Posaune 8
- 48 Clarion 4
- viii. Choir to Great*
- ix. Swell to Great*
- x. Solo to Great*

West Great

- 49 Principal 8
- 50 Octave 4
- 51 Superoctave 2
- 52 Mixture V 15.19.22.26.29

Swell (Enclosed)

- 53 Contra Salicional 16
- 54 Open Diapason 8
- 55 Stopped Flute 8
- 56 Salicional 8
- 57 Voix Celestes 8 TC
- 58 Principal 4
- 59 Nason Flute 4
- 60 Fifteenth 2
- 61 Mixture III 15.19.22
- 62 Plein Jeu IV 19.22.26.29
- 63 Double Trumpet 16
- 64 Cornopean 8
- 65 Oboe 8
- 66 Clarion 4
- 67 Tremulant
- xi. Octave*
- xii. Unison Off*
- xiii. Sub Octave*
- xiv. Solo to Swell*

Solo (Enclosed)

- 68 Contra Gamba 16
- 69 Viol d'Orchestre 8
- 70 Viole Celeste 8 TC
- 71 Hohl Flute 8
- 72 Octave Viol 4
- 73 Harmonic flute 4
- 74 Harmonic Piccolo 2
- 75 Vox Humana 8
- 76 Cor Anglais 8
- 77 Corno di Bassetto 8
- 78 Tremulant
- 79 Orchestral Trumpet 8
- 80 Tuba 8 (unenclosed)
- xv. Octave*
- xvi. Unison Off*
- xvii. Sub Octave*
- xviii. Great Reeds on Solo*
- xix. West Great on Solo*

Accessories

- Great & Pedal Pistons Coupled*
- Generals on Swell Toe Pistons*
- Nave Shutters On/Off*
- Full Capture System with Stepper and Sequencer*