



BIRMINGHAM CATHEDRAL

The Cathedral Church of Saint Philip

JOB DESCRIPTION

JOB TITLE:	Alto Lay Clerk or Tenor Lay Clerk or Bass Lay Clerk
RESPONSIBLE TO:	Head of Music
KEY INTERNAL RELATIONSHIPS:	Head of Music, Assistant Head of Music, Organ Scholar
JOB PURPOSE:	To contribute to the provision of fine music to enhance the worshipping life of the Cathedral
SALARY:	£6,644 per annum
PENSION:	Subject to meeting the relevant criteria you will be enrolled in the Cathedral's Pension Scheme with 8% employer contributions.
HOURS:	9 hours per week (breakdown of hours detailed in full job description)
HOLIDAYS:	9 days (PRO RATA) plus bank holidays

MAIN DUTIES

1. To sing for the regular choral services set out below
2. To sing for additional services around Christmas and Easter, and on certain feasts, further details of which are available on request
3. To sing for concerts and broadcasts
4. To sing for special services such as weddings, funerals and memorial services, for which additional fees are normally payable
5. To arrive at rehearsals and services punctually and able to sing all required music accurately and confidently
6. To set a good example of both musicianship and conduct to the boy and girl choristers, always working in accordance with the Cathedral's Safeguarding Policy

PERSON SPECIFICATION

The applicant must be able to demonstrate the following criteria through their application

Criteria	Essential	Desirable
Education, Qualifications and Training:		
Excellent singing voice and sound vocal technique	√	
Full vocal range appropriate to the voice type being applied for	√	
Ability to sight read accurately and confidently	√	
A good ear and a strong level of musicianship	√	
Ability both to sing as a soloist in a choral context and to blend with other voices	√	
Work and other relevant experience:		
Experience of singing in a choir of Cathedral Choir standard	√	
Experience of singing for the Anglican liturgy		√
Experience of singing alongside children		√
Personal Qualities:		
In sympathy with the ethos and values of the Church of England	√	
Organised and communicative	√	
A pleasant manner, able to relate easily to adults and children	√	

BREAKDOWN OF NORMAL WORKING HOURS

Sunday

1015-1045 – Full Choir rehearsal

1045-1215 – Eucharist (service begins at 1100)

1440-1520 – Full Choir rehearsal

1520-1630 – Evensong (service begins at 1530)

Tuesday (or very occasionally Wednesday)

1720-1740 – Full Choir or Lower Voices rehearsal

1740-1820 – Evensong (service begins at 1745)

1820-1920 – Lower Voices rehearsal

Friday

1720-1740 – Full Choir rehearsal

1740-1830 – Evensong (service begins at 1745)

1830-1920 – Full Choir rehearsal

Requests for unpaid absence for other work can be made to the Head of Music and it is usually possible to accommodate them.