

# Application Pack

Choral Scholar  
2017

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# About York Minster



The seat of the Archbishop of York, the Cathedral and the Metropolitan Church of St Peter in York – York Minster as it is better known – is the mother church of the Northern Province and the Cathedral for the Diocese of York. It is a centre for Christian life in the North of England. York Minster has been a place of prayer and pilgrimage for over 1,400 years and worship is still at the heart of its life. York Minster's Choir of adult Songmen and boys and girls from the Minster School is world renowned. The Choir's mastery of the English choral tradition is one of the Minster's crowing glories.

York Minster is a gothic masterpiece in stone and stained glass, a magnet that draws people to visit the City of York and a defining symbol of the ancient "capital of the North". Each year around 600,000 people from all over the world come to explore the Minster, and visitor surveys find a high level of satisfaction from their experience. It is one of the centres of York's lively cultural and intellectual life, hosting many concerts, lectures and exhibitions.

The Minster community is diverse with over 200 members of staff and almost 500 volunteers. The Stoneyard's craftsmen and women are immensely skilled and knowledgeable about both the church building and the Precinct Properties; a fine Library is run in partnership with the University of York; there are two cathedral shops and a team of staff and volunteers who manage the floor of the Minster and work to ensure that all our visitors receive a warm welcome.

York Minster is more than 800 years-old and its gothic architecture is subject to a complex and ongoing cycle of repair, restoration and conservation. Whilst the York Minster Fund provides some financial security, the Minster relies on funds raised from visitors to ensure that the building is properly maintained. It receives no regular income from the Government.



**Mission:** York Minster invites everyone to discover God's love through our welcome, worship, learning and work.

**Purpose:**

- to play an active role, across the Diocese of York and the Northern Province of the Church of England supporting the work of the Archbishop, sharing our skills and knowledge and working with communities and partners to further our mission;
- to inspire people, through the story of Jesus Christ, through our worship, prayer and music and through the heritage and history of York Minster, onto a journey of personal and corporate transformation;
- to engage all our community in a participative and consultative way;
- to put learning and the transformation of ourselves and of others at the heart of all we do;
- to manage our business successfully, covering our costs and generating the funding necessary to further our mission and to sustain the Minster.

**Values:**

- Courage
- Trust
- Wisdom

**Organisation, Management and Governance**

The work of the Cathedral is carried out by staff and volunteers, yet the '*corporate body*' responsible for the management of the Cathedral is the Chapter of York who is advised by the Cathedral Council and the College of Canons.

The Chapter is responsible for all aspects of the day-to-day management of the Cathedral. Chapter comprises the Dean, four Residentiary Canons, and currently three Lay Canons.

The Senior Leadership Team, led by the Chapter Steward, comprises the Dean and the Residentiary Canons and the Directors. The Team meets fortnightly to review performance against business plan and strategic objectives and to discuss permission requests.

The Minster receives no regular income from the Government or the Church of England, and relies on monies raised from visitors to ensure that the building can be properly maintained and remain glorious for future generations.

The post of Choral Scholar offers an unrivalled opportunity for a student singer to gain experience singing daily in one of Europe's largest Gothic cathedrals, working alongside professional musicians and learning a wide range of church music performed to the highest standards.

The post is offered for one year, and may be renewed for up to two more years. The salary is currently £5,799.00 per annum.

## **Hours of work**

Choral Scholars are required to sing services which are normally as follows:

<b>Sundays</b>	10.00 a.m. Sung Eucharist 11.30 a.m. Matins 4.00 p.m. Evensong
<b>All other days</b>	5.15 p.m. Evensong ( <i>excluding Mondays</i> )

Rehearsal times are:

- 4.35 p.m. – 5.00 p.m. Tuesday – Friday
- 4.15 p.m. – 5.00 p.m. Saturdays
- 9.30 a.m. and 3.25 p.m. Sundays
- c.5.55 p.m. – c.6.15 p.m. most Wednesdays

These days and times are occasionally altered because of Holy Days, Festivals, Consecrations and Special Services.

## Further information

- There are both Songmen and Choral Scholars in the back row. York Minster has two separate treble lines, one of boys and one of girls. Boys and girls are educated at the Minster School, and are the same age. All choristers leave the choir at 13. Songmen and Choral Scholars provide the back row for both. For major services (ie Christmas and Easter) the complete choir is on duty with additional men.
- Although the primary focus for a scholar is to sing alongside professional singers on a daily basis, a Choral Scholar, with the consent of the Director of Music, can request up to 9 ad hoc leaves of absence a year (a leave of absence being one service). This does not affect the right to have compassionate, paternity or adoption leave.
- In order to support their healthy vocal development as student singers, the Chapter funds ten singing lessons to be taken monthly from September to June. A scholar is entitled to submit an expenses claim each month for up to £35 per lesson, accompanied by a copy of the teacher's invoice.
- Choral Scholars have the opportunity to take part in special services, recordings, broadcasts and concerts for which extra fees are payable.
- Choral Scholars have the opportunity to participate in choir tours. Costs of touring will be paid, though it may not be possible to pay a fee in addition.
- A Choral Scholar may also be required to participate in one additional service or concert per year in the Minster, or at a venue outside the Minster, without additional payment. Participation in further such events will be by mutual agreement.
- All appointments will be subject to periodic assessment, which will help inform decisions on the possibility of an offer to renew the contract for a further year. This will only be possible during the duration of the Choral Scholar's studies for a degree or graduate diploma.

**Job Title:** Choral Scholar

**Department:** Music

**Reporting to:** Manager of Music and Liturgy (line-manager for general issues relating to the choir, including training, professional development and review)

**For clarification:** The Director of Music is responsible for all musical issues relating to the day-to-day running of the choir.

**Job Purpose:** To develop vocal and choral skills as a trainee singer, to sing in rehearsals and services as part of the York Minster Choir and to gain experience singing with professional singers on a daily basis

**Duties and Responsibilities:**

- Attend and sing in all services involving York Minster Choir and associated rehearsals
- Undertake thorough private preparation of music and note-learning as needed in advance of full rehearsals to ensure notes are known
- Participate in a programme of periodic assessment, which may involve an external assessor

**Additional responsibilities:**

- Ensure that the highest standards of professional performance are maintained
- Promote equal opportunities in the work of the department
- Ensure compliance with relevant legislation and statutory codes of practice, as advised
- Participate in the arrangements for regular performance review and appraisal
- Ensure that professional skills are regularly updated through participation in training and development activities

**Health & Safety**

Under the Health and Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the organisation on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare.

# Person Specification



*This section outlines the knowledge, skills and abilities the job holder needs in order to fulfil the requirements of the post. 'Essential' criteria are those that the job holder absolutely must have in order to do the job. 'Desirable' criteria are those qualities that would be either useful, or an advantage or those which the job holder can be trained to do.*

**Position Title:** CHORAL SCHOLAR

**Department:** MUSIC

<b>REQUIREMENTS</b> The post holder must be able to demonstrate:	<b>ESSENTIAL (E)</b>  <b>DESIRABLE (D)</b>	<b>MEASURED BY:</b> A - Application form I – Interview T – Test P - Psychometrics
<b>Absolute Integrity &amp; Values</b>  The Minster exists to proclaim the Christian faith, so the appointee needs either to have or to be able to develop an understanding of the Church of England, its ethos, structures and mission, work comfortably and in sympathy with the worship and mission of the cathedral and be willing to engage in all aspects of the cathedral's life.	E	A/I
<b>Education/Training</b>  <ul style="list-style-type: none"> <li>• Currently studying for a degree or graduate diploma</li> <li>• Singing tuition and guidance</li> </ul>	E D	A A
<b>Knowledge &amp; Experience</b>  <ul style="list-style-type: none"> <li>• Experience of singing at choral services</li> <li>• A good understanding of and commitment to choral singing</li> <li>• General musicianship sufficient to support the preparation of repertoire</li> </ul>	E E E	A/T A/T A/T

<p><b>Competencies</b></p> <ul style="list-style-type: none"> <li>• Secure vocal delivery and the capability to develop as an ensemble and solo singer</li> <li>• High standard of sight-reading and willingness to develop this skill</li> <li>• Verbal communication</li> <li>• Team player</li> <li>• Remain calm under pressure</li> <li>• Commitment to professional development</li> <li>• Able to respond positively to constructive criticism</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>A/I</p> <p>A/I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p>
<p><b>Special Features</b></p> <ul style="list-style-type: none"> <li>• Sympathy with the services and aims of the Church of England</li> <li>• Willingness to travel when required for choir duties</li> <li>• Enhanced DBS Disclosure</li> </ul>	<p>E</p> <p>E</p> <p>E</p>	<p>A/I</p> <p>A</p> <p><b>Post-interview</b></p>

## **Salary**

The salary is £5,799.00 per annum, plus optional contributory pension scheme.

## **Working Patterns**

For a detailed description of Hours of Work please see “The Role” section on page 5. This post may require the successful candidate to work hours that suit the needs of the Chapter of York, including evening and weekend work.

## **Annual Holidays**

Christmas: Two weeks, usually after Christmas, but occasionally around Christmas;

Easter: Two weeks, usually after Easter, but occasionally around Easter;

Summer - At least six weeks.

There are also three half term breaks each year always including one weekend.

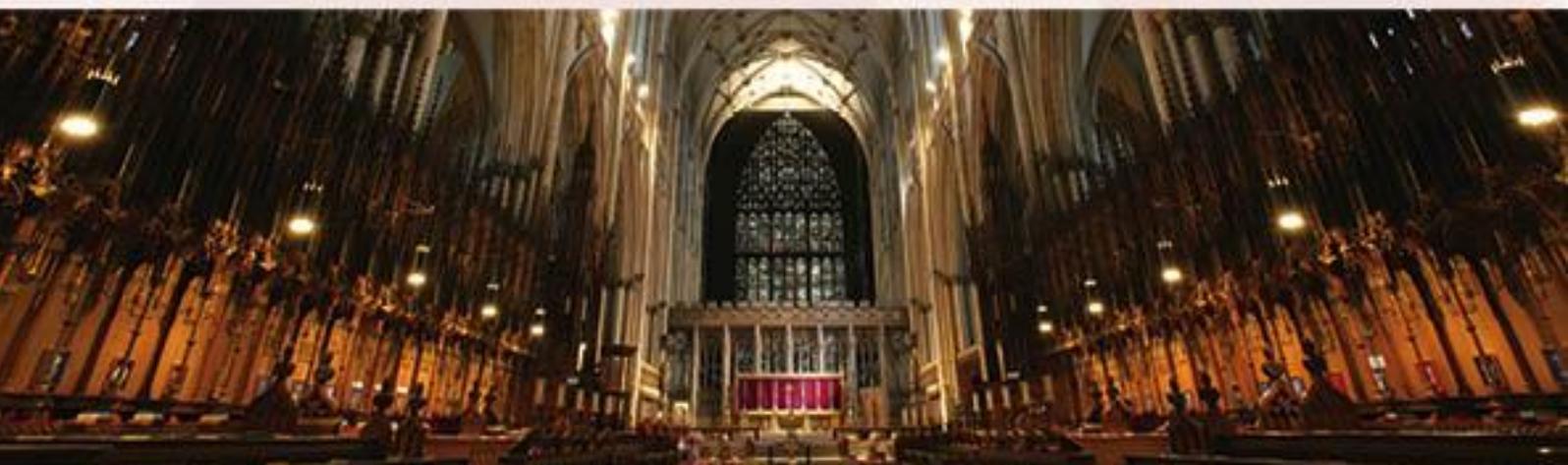
## **Pension Scheme**

All eligible members of staff will be automatically enrolled in accordance with the legislation, to the occupational Staff Pension Scheme, operated in conjunction with the Church Workers’ Pension Fund. Contributions will be payable by the member of staff concerned at 3% of basic salary, and the balance of 6% by Chapter who will also pay 0.5% for life cover of 2 times salary. Staff will be supplied with further details upon commencement. The Chapter may amend the pension scheme at any time.

## **Staff Discount**

All employees receive a 10% discount on purchases from the York Minster Gift Shop and discounts from various shops and cafes within the vicinity.

All staff will receive access to a comprehensive Staff Handbook as part of their induction that sets out all terms and conditions as well as employment policies and practices at York Minster.



Chapter aims to provide equality and diversity to all in employment, and aims not to discriminate on grounds of social economic group; gender; race; colour; nationality; ethnic or racial origin; carer responsibilities; sexual orientation; disability; age; appearance; religious or political belief; trade union activity; or any other conditions, or requirements which cannot be shown to be justified. The same commitment also applies to discrimination based on association with someone who possesses any of these characteristics, and to discrimination based on the perception that someone possesses such a characteristic.

To ensure that Chapter's Equality and Diversity policy is operating effectively (and for no other purpose) we maintain records of employee' and applicants' racial origins, gender and disability. Ongoing monitoring and regular analysis of such records provide the basis of appropriate action to eliminate unlawful direct and indirect discrimination and promote equality and diversity.

# How to Apply

**Please complete the Application and Equality & Diversity forms in full and send to:**

Victoria Imada  
Church House  
10 – 14 Ogleforth  
York  
YO1 7JN

Or email: [jobs@yorkminster.org](mailto:jobs@yorkminster.org)

Applications should arrive no later than 12 noon on Friday 24<sup>th</sup> February 2017. Interviews will be held on Wednesday 8<sup>th</sup> March 2017.

*If you are invited for interview you will be asked to produce evidence of your eligibility to work in the UK. Offers of employment are subject to satisfactory references, medical clearance and, where appropriate, a Disclosure and Barring Service (DBS) check at enhanced level.*

