Application Pack

Ref: WA121

Organ Scholarship 2022–23
(one year fixed-term appointment)

Stipend £14,078

Closing Date: 7 January 2022

Westminster Abbey
Contents

• About Westminster Abbey
• Abbey Values
• Music at Westminster Abbey
• Job Description and Person Specification
• Working for us
• Equality statement, Safeguarding & how to apply
• Selection process

COVID-19
This Application Pack reflects the normal working arrangements of Westminster Abbey Choir and Music Department and the usual duties and responsibilities of the Organ Scholar. As a result of the COVID-19 coronavirus pandemic, these working arrangements are subject to review and amendment in line with Government guidelines and Public Health England advice, and the duties and responsibilities of the Organ Scholar may be amended accordingly.
About Westminster Abbey

Westminster Abbey is a major centre for Christian worship, a leading venue for tourism and a treasured part of Britain’s heritage. The Abbey has occupied a central place in the celebration of great events for the nation and remains one of the most beautiful architectural masterpieces in Britain.

A living Church, Westminster Abbey is the House of Kings, where the coronation of Kings and Queens has taken place since 1066, and where many of the Kings and Queens of England and of the United Kingdom are buried. Principal among them is St Edward the Confessor, King of England from 1042 to 1066, whose shrine is at the heart of the Abbey Church. Beside and around them are buried or commemorated many of the great men and women from almost every century of British history: statesmen and politicians, lawyers, warriors, clerics, writers, artists, musicians. Westminster Abbey is a Royal Peculiar, and the Dean and Chapter of Westminster are directly responsible to the Sovereign.

The Dean and Chapter of Westminster defines our Mission in these terms:

• To serve Almighty God by offering divine Worship daily and publicly;
• To serve the Sovereign by daily prayer and by a ready response to requests made by or on behalf of Her Majesty;
• To serve the nation by celebrating the distinctive witness of the Christian faith; by upholding the place of religious faith within national life; and by active engagement with Parliament, Whitehall and others in positions of public service;
• To serve all pilgrims and visitors to the Abbey, and to maintain a tradition of hospitality.

Our values

As one we serve each other, our visitors and the wider world in all we do with:

• Truthfulness
• Integrity
• Empathy
• Excellence

The Abbey attracts approximately one million paying visitors each year, from all around the world. A large number of people also attend services which take place seven days a week. Daily services are only part of the Abbey’s work, for there are also many ‘special’ services and events throughout the year. Westminster Abbey currently employs around 300 staff in a variety of roles and an even larger number of volunteers.

The Abbey receives no regular income from the State, the Church of England or the Royal Family, and relies on monies raised from visitors to ensure that the building can be properly maintained and remain open as an amenity for all.
Music at Westminster Abbey

Westminster Abbey has one of the few fully professional choral foundations in the world, with a historic musical tradition and an international reputation. At its heart is the Choir of Westminster Abbey. Comprising some thirty boy choristers and twelve professional adult singers (known as Lay Vicars), the Choir plays a central role both in the daily choral services in the Abbey and in the many royal, state and national occasions that take place here.

The Abbey Music Department exists to provide choral and organ music at all services and public events in the Abbey, and to ensure that the music performed in and associated with the Abbey is of the highest standard. The director of music and head of the department is James O'Donnell, Organist and Master of the Choristers. He is responsible, with the assistance of his immediate colleagues, for the musical and vocal training of the Choristers, all of whom are educated at the Abbey’s unique Choir School. The department shares with the school responsibility for the recruitment and selection of new choristers. In addition the department is responsible for the Abbey Choir’s programme of extra-liturgical activities, including concerts, recordings, and tours, and for the regular series of organ recitals.

The Organist and Master of the Choristers heads a permanent music staff of eighteen, comprising the Sub-Organist (Peter Holder), Assistant Organist (Matthew Jorysz – part-time), and Organ Scholar, together with the twelve Lay Vicars and three part-time singing teachers. In addition the department maintains an extensive register of approved freelance singers who sing as deputies with the Abbey Choir, and draws on the services of a wide range of external musicians, technicians, and specialist consultants. Two full-time members of office staff are responsible for the day-to-day management and administration of the department as well as the planning and delivery of concerts and projects.

During term time the organists provide music for ten services per week, of which eight are choral services sung by the Abbey Choir, as well as the weekly Sunday organ recitals (a proportion of which are given by guest recitalists). The usual schedule is as follows (always subject to alteration):

| Monday, Tuesday, Thursday, Friday, Saturday | Choral Evensong, 5.00pm |
| Wednesday | Evening Prayer, 5.00pm (said, with a hymn and voluntaries) |
| Major feast days | Choral Eucharist, 5.00pm |
| Sunday | Choral Matins, 10.00am |
| | Choral Eucharist, 11.15am |
| | Choral Evensong, 3.00pm |
| | Organ recital, 5.00pm |
| | Evening Service, 6.00pm (usually a said Eucharist with hymns, held in St Margaret’s Church) |

Variations in schedule apply at certain times of year, notably in Holy Week and the period leading up to Christmas. Outside term time the same schedule is maintained and the choral services are sung by visiting choirs.

The Abbey has four pipe organs. The grand organ is a fine five-manual Harrison & Harrison instrument, installed for the Coronation of King George VI in 1937 and overhauled and enlarged in the 1980s. A full specification can be found on the Abbey website. In addition there is a two-manual mechanical action Mander organ (The Queen’s Organ, 2013) housed in the Henry VII Chapel and a five-stop continuo organ by Kenneth Tickell (1995). The Abbey Song School houses a two-manual practice organ by William Drake (2017).
Job Description

JOB TITLE: Organ Scholar

ACCOUNTABLE TO: Organist and Master of the Choristers

KEY RELATIONSHIPS: Abbey Organists, Lay Vicars, Minor Canons, Music Department staff, Choir School staff

JOB SUMMARY: A one-year postgraduate organ scholarship is offered from 1 September 2022. The scholarship provides an exciting and unique opportunity for a talented musician to work at Westminster Abbey and acquire extensive experience as a member of the music staff of one of the world’s great choral foundations. The element of apprenticeship and training is crucial. The Organ Scholar assists the Organist and Master of the Choristers and his colleagues in all aspects of their work. Under their guidance the Organ Scholar will be encouraged to develop skills in playing choral and non-choral services to the highest standard, in addition to developing and expanding his or her organ repertory. He or she will also assist in training the junior boys and will have opportunities to direct the Lay Vicars in Abbey services. The Organ Scholar is also expected to contribute generally to the day-to-day musical affairs of the Abbey, including St Margaret's Church as required. He or she also acts as assistant choir librarian.

MAIN DUTIES AND RESPONSIBILITIES:

These include but are not limited to:

- Playing the organ when required for services in the Abbey, and, from time to time, St Margaret’s Church, and generally taking part in the organ-playing rota.
- Playing for Evening Prayer (normally on Wednesday) and for the Evening Service on Sunday.
- Playing voluntaries before and after services as arranged between the organists.
- Playing for some visiting choirs as arranged during the Abbey Choir’s vacations.
- Assisting in the training of the choristers with special focus on the junior boys.
- Directing services sung by the Lay Vicars of the Abbey Choir from time to time.
- Acting as host and guide for visiting recitalists, as required.
- Assisting the other organists (as page-turner and registrant) and attending services (including special services), concerts, and rehearsals, as required.
- Playing not fewer than four of the weekly Sunday afternoon organ recitals during the tenure of the scholarship.
- Assisting generally in the Abbey’s musical affairs and administration, such as in the organisation of concerts and special events.
- Adhering at all times to the Abbey’s policies, protocols and codes of conduct, with special reference to Safeguarding and Health & Safety matters, and undertaking training as required.

The Organ Scholar also acts as assistant choir librarian, with particular responsibility for the ordering of music as requested by the Organist and/or librarian, preparation of performance materials for the choir, and updating the library catalogue and record of performed repertoire.

Westminster Abbey is committed to the safeguarding of children, young people and adults at risk. To prevent them from harm, we undertake appropriate checks (including the relevant level of criminal record check) on staff and volunteers and require them to complete relevant safeguarding training. This post requires an enhanced level criminal record checks.
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.

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<th>ATTRIBUTES</th>
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| Education / training  | • Music degree (or demonstrable progress towards award of degree by summer 2020)  
  • Organ study to an advanced level | • Professional organ qualification (eg ARCO)                                |
| Knowledge / experience| • Experience of accompanying choral services to a professional standard, preferably in a collegiate or cathedral choir  
  • Experience of directing singers | • Experience of working with and training boys’ voices  
  • Familiarity with Sibelius software  
  • Familiarity with desktop publishing software |
| Skills / aptitudes    | • High standard of musicianship and technical proficiency as an organist  
  • Excellent sight-reading skills  
  • Ability to improvise and transpose confidently  
  • Sound knowledge of church music, organ repertoire and the liturgy  
  • Aptitude for team working  
  • Suitability to work with children  
  • Sound administrative skills and familiarity with standard IT programmes | • Experience of continuo playing |
| Personal attributes   | • Commitment to the mission and values of Westminster Abbey and a willingness to take an active part in its liturgical and collegiate life  
  • Commitment to ongoing study and professional development, including expansion of repertoire  
  • Calmness under pressure  
  • High standard of personal organisation and presentation |                                                                                  |
| Circumstances         | The scholarship may be held in conjunction with a postgraduate course of study at one of the London music colleges, subject to the schedule of the course. It is not normally offered to undergraduates. |                                                                                  |

This Job Profile will be kept under review and may be amended by the Dean & Chapter from time to time. Any proposed changes will be discussed with the post holder.
Working for us

**Status**
The scholarship tenure is for one academic year from 1 September 2022 to 31 August 2023.

**Stipend**
A stipend of £14,078 will be paid, together with additional fees for any special services at which the Organ Scholar plays. This figure includes payment for work in the choir library and a housing allowance. Please note that the organ scholarship is not residential and accommodation is not offered.

**Working Hours**
The Organ Scholar’s hours of work are determined by the schedule of choral services and rehearsals as set out above. The Organ Scholar is normally entitled to at least one day per week free of Abbey commitments, by arrangement with the Organist and Master of the Choristers.

**Annual Holidays**
The holiday entitlement for full time staff is 31 days per annum, including the eight recognised public holidays. The holiday entitlement for this post will be calculated accordingly, also taking into account the requirement to work on Sundays and public holidays for much of the year. Holidays must be agreed in advance with the Organist and Master of the Choristers and may normally only be taken during Abbey Choir vacations.

**Training**
The Organ Scholar is expected to continue his or her organ studies throughout the period of the scholarship. The schedule of tuition must be agreed with the Organist and Master of the Choristers to avoid conflicting with the scholar’s duties. Westminster Abbey will normally be able to assist with the funding of private tuition to a level agreed by the Organist.

**Pension Scheme and Life Assurance**
All employees can join a Group Personal Pension plan, where the minimum employee contribution is 3% and the maximum employer contribution is 9% (as determined by the level of the employee contribution). You will be auto-enrolled into our qualifying workplace pension scheme after 3 months, if you meet the eligibility criteria.

All employees are covered by death-in-service life assurance, whether or not they choose to join the pension scheme.

**Staff Discount**
All employees receive a 20% discount on purchases from the Westminster Abbey shop and a 30% discount on purchases from the Benugo outlets, which serve refreshments.

**Season Ticket Loan**
A season ticket loan is offered after satisfactory completion of a probationary period, repayable over 10 months.

**Medical Insurance**
The Abbey will pay 50% of premiums to join a nominated medical insurance scheme after one year’s employment.

**Uniform**
If a uniform and/or Personal Protective Equipment (PPE) is provided, they must be worn at all times.
Equality Statement, Safeguarding and how to apply

Equality Statement
The Dean and Chapter aims at all times to recruit the person who is most suited to the job. Recruitment will be solely on the basis of the applicant’s abilities and individual merit as measured against the criteria for the job. Qualifications, skills and experience will be assessed at the level that is relevant to the job.

We will ensure that our shortlisting, interviewing and selection procedures avoid discrimination in any way, including on grounds of age, disability, gender, marital status or civil partnership, race, nationality or ethnic origins, religion or belief and sexual orientation.

Please return the Equal Opportunities Monitoring form with your application. This will help us monitor our recruitment practice. The form will not be seen by the people making the selection decision.

Safer Recruitment
Westminster Abbey is committed to the safeguarding of children, young people and adults at risk. To prevent them from harm, we undertake appropriate checks on staff and volunteers and require them to complete relevant safeguarding training. Offers of employment are subject to comprehensive pre-employment checks including satisfactory references (which will be taken up prior to interview), proof of professional qualifications, medical clearance (which will include a medical assessment by the Abbey doctor), and a Disclosure and Barring Service (DBS) criminal record check at Enhanced level.

All candidates invited for interview and audition will be asked to produce evidence of their eligibility to work in the UK.

How to apply
Please complete our application form, ensuring that you include all relevant information on the form since information supplied in a CV or covering letter will not be taken into account.

Please email your completed application along with the Equal Opportunities Monitoring Form to applications@westminster-abbey.org (note that we are unable to accept postal applications at the moment).

Applications should arrive no later than 12 noon on Friday 7 January 2022. Interviews and auditions will take place on Wednesday 26 January 2022.

Applications received after the closing date cannot be considered and we regret that we are unable to provide feedback to applicants who are not shortlisted.

Selection process
If circumstances permit, interviews and auditions will be held in St Margaret’s Church, Westminster Abbey, on Wednesday 26 January 2022. Shortlisted candidates will be asked to perform the Prelude in C major BWV 547 by J S Bach and one contrasting work of not more than 6 minutes in length*. They will also be asked to perform a number of keyboard skills tests, as well as to prepare and play a short passage of choral accompaniment.

If it is not possible to hold auditions and interviews in person, suitable alternative arrangements will be made. These are likely to include an online interview and keyboard skills tests, and the submission of a recording. Details will be confirmed with candidates at shortlisting stage.

* NOTE: it is unlikely that candidates will be allocated more than one memory level of general and divisional pistons so this should be taken into account when choosing audition repertoire.