



## Job Profile

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| <b>Job Title</b>       | Assistant Organist  |
| <b>Department</b>      | PCC/Music   |
| <b>Salary</b>          | £30,000 per annum, pro rata   |
| <b>Contract Type</b>   | Part time, 20 hours per week (0.5 FTE), permanent   |
| <b>Responsible to</b>  | Organist  |
| <b>Location</b>        | St Martin-in-the-Fields, Trafalgar Square, London, WC2N 4JJ   |
| <b>Start Date</b>      | May 2025 or September 2025  |
| <b>Working Pattern</b> | 20 hours across three days, Sunday, Monday and Wednesday, with some additional Feast Days throughout the calendar |

**Role Overview** To accompany services on Sundays and for feast days with the voluntary Choir of St Martin-in-the-Fields, alongside rehearsals on Wednesday evenings, concerts and tours and attend clergy and music team meetings on Monday mornings.

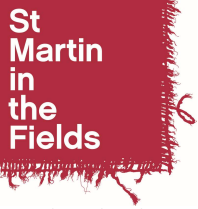
### Background

St Martin-in-the-Fields (St Martin's) is an exciting place to work. Located in the heart of London on Trafalgar Square, we are a place for everyone, everywhere, every day – to worship, reflect, enjoy food and hospitality, music and the arts, and much more. It's a place of encounter between God and humanity, the wealthy and the destitute, culture and commerce. Alongside our heart for ministry, we have beautiful spaces that attract thousands of people to our site each year. The church has a number of related charities for various causes and is well-known for its work with those on the peripheries of society, but also for its work with organisations both around the UK and abroad.

Music has always played a central role in the spiritual life of our church. Our choral ensembles sing throughout the week, including for the beautiful tradition of Choral Evensong (Wednesdays and Sundays), at Bread for the World, our informal community Eucharist (Wednesdays) as well as for Great Sacred Music (Thursdays) and Choral Classics (Sundays). Music also provides a particular focus at key moments of the year including Lent, Easter, Advent and Christmas.

### Nature and scope of the job

We are seeking a part-time Assistant Organist to join our Music team here at St Martin's, who will accompany many of our regular sung services including Parish Eucharist, Choral Evensong and Holy and Feast Days and provide accompaniment for rehearsals throughout the week. The successful candidate will also occasionally accompany concerts sung by the St Martin-in-the-Fields Choir and other ensembles, along with trips to other churches and cathedrals. You may also be asked to accompany occasional special services and broadcasts. As an integral member of the Music team, the Assistant Organist will regularly attend internal meetings to support the team with preparation and planning for services and events they are involved with.



## **Main duties and responsibilities**

### *Worship Services*

- Accompany and occasionally direct Sunday worship services including the 10am Parish Eucharist and the 5pm Choral Evensong, with the Choir of St Martin-in-the-Fields or a soloist;
- Accompany the rehearsals for both services, with a regular 2pm rehearsal each Sunday, along with the weekly choir rehearsal on Wednesday evenings;
- Attend team meetings (usually on Mondays), including the clergy meeting and the Music team meeting, to provide feedback and collaborate on planning services and events;
- To play on Holy and Feast Days, including those outside the regular Sunday, Monday, Wednesday pattern, all with prior rehearsal. Candidates must confirm they are available for the following services:
  - ❖ Epiphany Carol Service
  - ❖ Ash Wednesday Eucharist
  - ❖ Palm Sunday
  - ❖ Maundy Thursday evening service
  - ❖ Easter Vigil and Easter Day Eucharist
  - ❖ Pentecost Sunday
  - ❖ Harvest Thanksgiving (including Pearly Harvest Service)
  - ❖ All Saints and All Souls
  - ❖ Remembrance Sunday
  - ❖ Advent Carol Service
  - ❖ Nine Lessons and Carols
  - ❖ Christmas Eve Crib Service
  - ❖ Christmas Eve Parish Carol Service
  - ❖ Christmas Eve Midnight Mass Service
  - ❖ Christmas Day Eucharist

### *Concerts and other activities*

- Accompany concerts sung by the St Martin-in-the-Fields Choir and other ensembles (no more than two per term);
- Accompany occasional additional St Martin-in-the-Fields Choir activity as required (e.g. annual visit to Canterbury Cathedral and occasional other trips and tours);
- Accompany Saturday Come and Sing events (approximately six per year);
- Accompany occasional weddings, memorial services, special services, concerts and broadcasts, as required, for which additional remuneration will be offered;
- Undertake continued personal and professional development including internal and external training courses, such as the Associate Choral Leader training programme; and
- Undertake any other duties that may be reasonably required for the successful completion of your role.



*Please note that this is not an exhaustive description of responsibilities; aspects of the role may reasonably change over time and the successful candidate is expected to contribute to the development and progression of this role.*

## **Knowledge, skills, and abilities**

### *Essential*

- Accomplished organist with exceptional accompanying skills, able to use our instrument to the full as a soloist and accompanist;
- Imagination and willingness to work with both traditional and new liturgies, and an openness to perform a wide range of choral repertoire from early to contemporary in all its guises;
- Good organisational skills and a good sense of prioritising, with the ability to respond calmly yet confidently to last minute challenges; and
- Team player who enjoys working within a large and varied organisation.

### *Desirable*

- Good choral directing skills with experience of working with mixed, adult choirs;
- Experience of working in an office environment, within a large organisation or institution;
- Good knowledge of the services and rites of Anglican worship through the liturgical year;
- Ability to accompany well on the piano in a variety of styles; and
- Computer literate, ability to use Microsoft Word, Outlook and Excel.

### *On top of this you will need to:*

- Have excellent communication and interpersonal skills; and
- Act in sympathy with the particular aims and ethos of St Martin-in-the-Fields.

Please note the nature of this role will include early morning, evening and weekend work.

The successful candidate will be required to undertake DBS clearance prior to being confirmed in post.

## **Who we are looking for**

St Martin-in-the-Fields welcomes applications from all sections of the community and is committed to maintaining an inclusive working environment, with a diverse workforce. We value individuality, equity and representation and appoint on merit.

## **How to apply**

To apply for this post, please email the following to [peopleandculture@smitf.org](mailto:peopleandculture@smitf.org) by the 14<sup>th</sup> of April 2025:

- A cover letter or supporting statement explaining why you believe you are a good fit for this role; and
- An up-to-date CV detailing your relevant achievements.

Auditions will be held on the 28<sup>th</sup> of April 2025. St Martin's reserves the right to close and appoint to this role within the stated advertising period, and so advises early applications are submitted.