

Hampstead Parish Church

Organist

Applications and Auditions

Applicants should send a letter of application, CV and the names of two referees by email to music@hampsteadparishchurch.org.uk to arrive no later than the end of **Monday 17th January 2022**. Applicants should indicate their availability to take up the post, which could be at any point up to 1st September 2022.

Short-listed candidates will be notified by Monday 24th January 2022 and will be auditioned and interviewed on Saturday 12th February, and should arrange practice time if desired by emailing music@hampsteadparishchurch.org.uk

Audition

The audition will comprise four elements:

- i) performing three solo pieces: the *Fancy* by Thomas Tomkins (*Musica Britannica* v/29), and two contrasted pieces of the candidate's choice dating from after 1700, one of which should date from after c.1990, lasting not more than 15 minutes in total (excerpts are permitted).
- ii) playing a hymn tune continuing into a brief improvisation.
- iii) sight-reading the accompaniment of a choral piece.
- iv) conducting Parry's *My soul, there is a country* (played on the piano).

Interview

An interview will be held later in the day, following the audition.

About Us

Hampstead Parish Church has an inspiring vision for music in worship and community life and a significant, well-resourced musical heritage.

- Professional adult singers
- Weekly sung Eucharist and Choral Evensong
- Thriving Junior and Community Choirs
- Father Willis Organ
- Music Trust and Friends organisation
- Choral and orchestral performances

The church employs up to four music staff members, the other three posts being the Director of Music, the Director of the Junior Choir and the Director of the Community Choir (the latter posts currently held jointly).

There are two services each Sunday: Holy Communion (10.30) sung by the Professional Choir and the Junior Choir, and Evensong (5.00), sung by the Professional Choir only.

Although this does not form part of the Organist's contractual commitment or employment, opportunities exist to become involved with vocal accompaniment and other musical activities at the church, including concerts arranged by the Friends of the Music, and work with partner organisations such as The Hampstead Collective.

The Organ:

The core of the organ (Gt, Sw, Ped) was built by Henry Willis in 1884. Two further divisions, a choir organ, and a nave organ (played from the same console) were added in 1996 by Richard Bower of Norwich. The instrument sits in a fine walnut case by T. G. Jackson (further details are available on the church website). The Organist may use the organ for teaching private pupils when the church is free.

Additional choral services are held on major feasts.

About You

You will hold at least one relevant professional qualification and will perform at the same standard as the conservatoire-trained professional singers at the church.

Detailed Duties and responsibilities

Job Title:	Organist
Department:	Music
Reporting to:	Director of Music
Supervisory Responsibility:	Ensuring the organ is maintained and tuned as needed, and supervising the work of an Organ Scholar (if present).
Financial/Budgetary Responsibility:	To oversee the cost of organ maintenance and tuning.
Job Summary:	<p>To play the organ for all services as listed in Schedule A.</p> <p>To rehearse and direct the professional and Junior choirs in the absence of the Director of Music or Director of the Junior Choir on annual leave or because of illness.</p> <p>To make an important contribution to the wider life of the church through belonging to the Staff Team and building relationships in the congregations and community.</p>
General Context:	<p>HPC is a Christian Church which exists to glorify God and serve the community.</p> <p>Members of staff are therefore expected to maintain the highest professional standards of performance, tact, politeness and confidentiality.</p> <p>Those who interact with the public should maintain a smart appearance.</p> <p>They are also expected to support and facilitate the clergy in the breadth of their ministry.</p>
Qualifications & standard of performance	<p>It is expected that the successful candidate will hold at least one relevant professional qualification, and will perform at the same standard as the conservatoire-trained professional singers at the church, as both an accompanist and soloist.</p> <p>DBS check:</p> <p>The successful candidate will be required to undergo the standard DBS check procedure.</p> <p>Terms:</p> <p>Salary of £7,500 pa, plus 10% employer's pension contribution. Six weeks' annual leave pro rata. The position is offered on an initial two year fixed term contract with the possibility of renewal. Fees for occasional offices and additional services are remunerated separately.</p>

Additional responsibilities:

- To supervise the work of the Organ Scholar (if present)
- 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 annual performance reviews
- Ensure that professional skills are maintained and enhanced as appropriate
- Maintain good relations with all staff members at the church, and with all the professional musicians working at the church
- Any other duties that may be reasonably required, that are commensurate with the position of the post

Occasional Offices and Additional Services

An organist will normally, though not always, be required for occasional offices and additional services taking place in the church. A separate fee for each service will be payable (subject to deduction of tax where applicable).

1. Occasional Offices

The Organist has first refusal for playing the organ at baptisms, weddings, and funerals.

2. Thursday Evensongs

The Junior Choir currently sings Evensong once a month during school terms on Thursdays. The service is at 6.30pm and the rehearsal is at 5.45pm. The Organist has first refusal for playing the organ at these services.

3. Services for Outside Bodies

The Organist has first refusal for playing the organ at services for outside bodies, for example school carol services.

Where the Organist is not available to play at any of the above services, the opportunity to do so will be offered next to the Director of Music. If the Director of Music is also not available, the Organist will be responsible for booking a suitable replacement in consultation with the Director of Music and the Director of the Junior Choir as appropriate.

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.

SCHEDULE A – SERVICES FOR WHICH THE ORGANIST WILL PLAY THE ORGAN AND MAY BE REQUIRED TO DIRECT THE CHOIR

Sunday services and rehearsals (at present):

Holy Communion at 10.30 am The Junior Choir rehearses from 9 am, and the Organist is required from 9.30 am. The Professional Choir rehearses from 9.45 am.

Evensong at 5 pm (Professional Choir only), rehearsal at 4 pm.

Services on major festivals and other times, including the following from the current annual schedule (those in italics replace normal Sunday services):

- *Advent Carol Service*
- *Festival of Nine Lessons and Carols*
- Christmas Eve Crib Services
- Christmas Eve Midnight Communion
- *Christmas Day All-Age Communion*
- Ash Wednesday Choral Communion
- *Passion performance on Passion Sunday*
- *Palm Sunday Service of Music and Readings for Holy Week / Crucifixion*
- Maundy Thursday Holy Communion
- Good Friday Liturgy
- *Easter Day All-Age Communion*
- *Easter Day Choral Evensong*
- *Remembrance Sunday Service*

Additions and alterations to this list as the church's worshipping life develops will be discussed with the Director of Music by the Vicar and this agreement re-negotiated where necessary.