

## Job Description

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<b>Job Title</b>	<b>Assistant Director of Music</b>
<b>Responsible to</b>	Director of Music
<b>Hours of Work</b>	8.5 hours per week term time/3 hrs per week school hols (7.34 hrs/week average)*
<b>Salary</b>	£4, 300

### Overview and general duties

The principal role of the Assistant Director of Music is to support the Director of Music in musical outreach and the musical development of the Choristers and Scholars. This includes directing Holy Trinity's informal children's choir, Trinity Voices. The post holder will also be the point of contact and Co-Ordinator for safeguarding arrangements with the Choir (working with the Director of Music and Parish Safeguarding Officer).

### Key Duties and Responsibilities

1. Work collaboratively with, and under direction of the Director of Music in recruitment, management and welfare of Choristers and Scholars, including their training, conduct and discipline.
2. Outreach to schools, with a particular focus on Holy Trinity School
3. Directing the church's children choir (Trinity Voices)
4. Work collaboratively with the Director of Music to develop strategy and planning of the church's musical life, choir tours, recordings, broadcasts, concerts, special events.
5. Work with the Director of Music to ensure safeguarding requirements are met for choristers, scholars and adult singers.
6. Deputising for the Director of Music as required.
7. Attending meetings as required.
8. Other duties as directed by the Director of Music.

\*Guidelines for distribution of weekly hours:

#### Term Time, Christmas and Holy Week/Easter:

1.5 hours Trinity Voices

1 hour Primary school outreach

1 hour High school outreach

2.5 hours Friday choir rehearsal

2.5 hours meetings/planning/Safeguarding/assisting D of M

**School Hols:** 3hrs planning etc

Hours worked will vary according to whether it is term time or school holidays. The above is an average across the year for guidance only. Unless asked to cover for the Director of Music or Organist, attendance at services will not normally be considered paid time.