



St Martin-in-the-Fields

Music Library Administrator Application Pack

Closing date - 19 March 2019

Who we are

St Martin-in-the-Fields is a unique configuration of cultural, charitable and commercial initiatives rooted in the life of a vibrant Church of England congregation. Our vision is *At the heart. On the edge*. This declares that we see ourselves at the heart of London, through our location on Trafalgar Square, and of the nation, through our 500-year links with the royal family, and also of the church, through our national profile gained through nearly a century of broadcasting and our flagship role in social issues – but also appealing to the heart through our long tradition of choral and classical music and our reputation for compassion gained through a century of engagement with poverty and destitution. It also names our calling to be on the edge, not just of Trafalgar Square but alongside those on the edge through being excluded, ignored or oppressed by society or church, and on the cutting edge of innovation in culture, commerce, charity and congregational life.

About the department

Music has always played a central part in the life of St Martin-in-the-Fields. With its striking Georgian architecture and outstanding acoustics, St Martin-in-the-Fields is London's premiere concert venue. Our musical pedigree includes performances by Mozart and Handel, the UK's longest running free concert series dating back to the Second World War and the founding of the Academy of St Martin in the Fields in 1958. Today St Martin's has over 350 concerts per year and is well-known for offering a platform for talented musicians at the beginning of their careers, as well as for hosting some of the finest ensembles, choirs and soloists in Britain. Lunchtime concerts run every Monday, Tuesday and Friday with evening concerts every Thursday, Friday and Saturday, with occasional concerts on Mondays, Tuesdays and Bank Holidays.

St Martin's has a wide and varied liturgical programme covering a range of styles from traditional Choral Evensong to contemporary services which combine music and liturgy in creative ways.

More recently, we have introduced our highly acclaimed Great Sacred Music, a weekly Thursday lunchtime sequence of words and music led by the Vicar, Revd Dr Sam Wells, and sung by St Martin's Voices, which explores the music of our religious heritage. This has now developed into a monthly podcast series.

The Music Department at St Martin's embraces both commercial music making and music in worship. Alongside the regular pattern of choral worship, we put on over thirty concerts each year by in-house music ensembles.



About the role

We are looking for an enthusiastic, highly efficient, proactive person to join us. You will support the music team by providing outstanding administration and organisational skill when setting up folders, creating music and hymn booklets and preparing sheet music. You will also be responsible for ordering and hiring new music where necessary, and maintain an accurate database. Having a professional attitude is a must!

Working at St Martin's

- Based at: St Martin-in-the-Fields, Trafalgar Square, London
- Working pattern: Monday to Friday, 12 – 16 hours a week (weekly pattern of times to be agreed)
- Salary: £10.20 per hour to be paid weekly, plus Workplace Pension, rising to £10.55 in April
- Holiday entitlement: Paid 28 holidays including bank holidays (pro rata)
- Perks: Free filter coffee and tea throughout your working day, 20% discount in the Café in the Crypt/Courtyard, Shop (excluding books) and limited concert concessions
- Notice period: 4 weeks

Job Profile

- Administration of St Martin's choral Music Library: setting up of folders for the different choral ensembles each week, producing hymn booklets and psalms where necessary
- Create music and hymn booklets for special services and broadcasts
- Prepare sheet music for all in-house concerts and 'Come and Sing' events
- Collate music list for upcoming services, concerts and events, in liaison with the Music team
- Order and hire new music when necessary, forward planning as much as possible
- Administer the day-to-day budget for Music Library purchase and hire, in consultation with the Music Programme Manager
- Maintain accurate database records for the Music Library
- Maintain the Music Suite areas, ensuring music is cleared away, free from rubbish, books and any borrowed items returned to the relevant department
- Arrange transport of music between St Martin's and our partner church St Stephen Walbrook, and other occasional venues as needed
- Administer the St Stephen Walbrook music library resources and storage as needed
- Assist the Music and Worship Coordinator in the maintenance of cassocks

Who we are looking for

- Experienced in administration
- Self-motivated to deliver high level operational support
- Passionate about music and developing a career in the arts
- Friendly and able to work in a team
- Hardworking and resourceful! We need someone who can take the initiative to get things done
- Self-starting and able to provide excellent organisation skills and remain calm under pressure

Person Specification

- A good knowledge of choral music and church services
- Computer literate (Microsoft Word, Outlook and Excel)
- Ability to respond calmly yet confidently to last minute challenges and problems
- Good organisational skills
- Team player with an interest in people, who enjoys working with others within a large and varied organisation
- A good level of general education
- In sympathy with the particular aims and ethos of St Martin-in-the-Fields

On top of this you will need to:

- Produce consistently accurate work, demonstrating your attention to detail

- Have excellent communication and interpersonal skills



Patterns of musical activity

- Weekly patterns of worship
 - Sundays
 - 10.00am Parish Eucharist (generally with the Choir of St Martin-in-the-Fields)
 - 5.00pm Choral Evensong (generally with the Choir St Martin-in-the-Fields)
 - 7.00pm Sacred Space (1st Sunday of the month)
 - Mondays
 - 1.00pm Choral Classics (Choral Scholars, at our partner church, St Stephen Walbrook)
 - 4.30pm Choral Evensong (Choral Scholars)
 - 6.30pm Occasional Great Sacred Choral Classics and Making My Heart Sing events
 - Wednesdays
 - 1.00pm Choral Eucharist (St Martin's Voices)
 - 6.00pm Once-per-month Evensong (Choral Scholars, at our partner church, St Stephen Walbrook)
 - 6.30pm Bread for the World informal Eucharist (Choral Scholars)
 - Thursdays
 - 12.45pm Choral Eucharist (Choral Scholars, at our partner church, St Stephen Walbrook)
 - 1.00pm Great Sacred Music (St Martin's Voices)
- Other Church Festival Services e.g. Advent carols, Epiphany carols, All Souls Requiem, Christmas Eve and Christmas Day, Ash Wednesday, Maundy Thursday, Good Friday and Easter Sunday. These are sung by the Choir of St Martin-in-the-Fields.
- *Sound of St Martin's* Choral Concerts – 1st Friday of the month, 6/7 Saturdays per year, Festivals at Christmas, Easter and Remembrance
- Frequent broadcasts on BBC Radio 3 and BBC Radio 4 (e.g. Sunday Worship, Choral Evensong)
- Special services, weddings, memorial services
- Regular Great Sacred Music podcasts
- Musical activity outside St Martin's. In recent years this has included tours to Berlin, Johannesburg and the USA.

How to apply

To apply for this post, please email the following to hr@smitf.org by **9.00 am on 19 March 2019**:

- a supporting statement, explaining why you believe you can do this role
- a comprehensive CV detailing your relevant achievements in each role, and including details of two referees, one of whom should be your current or most recent employer (please note your referees will only be contacted with your consent)

If you would like to chat about this role, please call a member of the Human Resources Team on 020 7766 1101/1119.

Interviews will be held on **26 March 2019**.