

# The Cecilian Singers

## Musical Director Job Application Pack



Registered Charity  
No: 702296

Thank you for your interest in applying for the post of Musical Director. Included in the job application pack is the job description and person specification for the post of Musical Director, along with an application form. We would encourage you to browse the Cecilian Singers website (<https://ceciliansingers.co.uk>) where you will find much information about the choir and its activities. You will also find many of our past programmes, providing a very good idea of the choir's current and past repertoire and our approach to music making.

Our intention is to produce a short list of three applicants who will be asked to conduct a full workshop day as an audition. Jeremy Jackman, our current MD, will choose a number of pieces drawn from upcoming Cecilian programmes for the shortlisted candidates to rehearse in the morning and in the afternoon the candidates are asked to choose their own pieces. The first two workshop audition days are scheduled for the 19th and 20th October 2019 and the third one will take place on the 30th November 2019. Each day will run from 10am to 4pm. Interviews for all three shortlisted candidates will be scheduled for early December following the audition days, and we will let candidates know the dates in good time.

Please note that we much prefer to have applications sent via email to [secretary@ceciliansingers.co.uk](mailto:secretary@ceciliansingers.co.uk). However, if you have no alternative, we will accept postal applications sent to our secretary at the address as per the application form. The closing date is the 28th June 2019 and we will be shortlisting in early to mid July.

Phil Hawkins  
Chair

# The Cecilian Singers



## Musical Director Required

Registered Charity  
No: 702296

**The Cecilian Singers** is a Leicester based mixed voice chamber choir of some 30 voices with a reputation for musical excellence. We are looking for a dynamic and experienced Musical Director to replace Jeremy Jackman, who is stepping down in 2020 after 30 years at the helm.

**The Cecilian Singers** perform mostly a capella, although with orchestra or small ensembles on occasion, with 4 or 5 concerts a year performed in and around the East Midlands. Repertoire ranges largely from the 16th to the 21st century. All members are very experienced in choral singing and many are soloists in their own right.

Rehearsals currently take place with **Jeremy Jackman** in Leicester usually on Saturdays from 10am until 4pm on a roughly monthly basis, with some additional shorter rehearsals taken by our Assistant MD **Guy Turner**.

The choir is a registered charity and managed by a committee of elected trustees in close collaboration with the Musical Director.

Full details of the choir can be found on our website – <https://ceciliansingers.co.uk>.

An application form and job pack can be downloaded from <https://ceciliansingers.co.uk/md-application1/>

Shortlisted candidates will be expected to conduct one of the choir's Saturday workshops as part of the assessment process and will also attend a personal interview.

The successful candidate will be expected to start in post in January 2021.

Closing date for applications is 28th June 2019.

# The Cecilian Singers

## Musical Director Job Description



Registered Charity  
No: 702296

### **Job Purpose**

1. To provide overall musical direction and leadership of the Cecilian Singers, setting the highest possible standards for an amateur chamber choir and enabling the choir to achieve those standards. (S)he will take overall responsibility for the development of the choir and direct responsibility for its work and programmes, working closely at all times with the Committee.

### **Development of the Choir**

2. To continue to develop the choir and to maintain its reputation as a chamber choir of excellence.
3. To be the lead advocate of the choir within a wider music making context.
4. To work with key contacts to bring new opportunities to the choir, such as the performance of new works, perform in new venues, collaborate on new projects and provide opportunities for choir members to develop and enhance their skills.
5. To promote the choir amongst young people.

### **Management of the Choir and its Music Programme**

6. To conduct an annual programme of concerts as agreed with the Committee.
7. To rehearse and prepare for performance the music of all concerts, tour programmes and any other additional commitments.
8. To work closely with the Assistant MD, including giving direction and priorities for the rehearsals taken by the Assistant.

### **Management of the Choir and its Music Programme (continued)**

9. To work with accompanying orchestras and/or other instrumental musicians, rehearsing them where necessary.
10. To advise on and take part in the engagement of soloists, orchestral players and other musicians in conjunction with the Committee.
11. To conduct choir auditions and re-auditions as necessary.
12. To maintain the choir's musical standards at all times, developing where necessary, voice and musicianship training in conjunction with the Committee.

### **Planning, Budgeting and Administration**

13. To work closely with the Committee, and especially the Secretary, to programme and budget activities.
14. To liaise closely and promptly with the Secretary in relation to rehearsal and concert schedules and any other administrative requirements necessary to maintain the choir's functioning.
15. To liaise closely with the Librarian in relation to use of music from the choir library, borrowing from public or other libraries and, in conjunction with the Committee, music purchase.
16. To work within the annual budget and /or concert budget of the choir.
17. To attend occasional Committee meetings as necessary to provide appropriate advice in relation to repertoire and when necessary to discuss the current functioning and future development of the choir.

# The Cecilian Singers



## Musical Director Person Specification

Registered Charity  
No: 702296

The successful candidate will have the following attributes, skills, and experience:

1. A high level of musicianship and the ability to inspire and communicate effectively with members to enable the choir to give of its best both in rehearsal and in performance.
2. A clear vision for the future musical direction of the choir.
3. Understanding of and experience of choral conducting and choral training, including the ability to explain and demonstrate vocal technique.
4. The ability to support rehearsals via the piano.
5. Extensive knowledge of choral repertoire and programming, suitable for a chamber choir, and covering all periods.
6. Experience of conducting an orchestra and other instrumental ensembles and vocal soloists.
7. Good interpersonal skills and approachability in working with choir members so that necessary musical rigour is balanced with humour and enjoyable music making.
8. Good communication skills, including with audience members.
9. Ability to work as part of a team as well as on their own.
10. Good time management and organisational skills.

# The Cecilian Singers

Registered Charity: 702296



## Application for the post of Musical Director

Please send this form with a **CV** which should include outline details of your musical career, together with a brief statement (up to 150 words) of how you would contribute to the work of the choir. Please note that this form is in Adobe Acrobat Reader .pdf format.

If you do not have this PDF reader installed it is available free from  
[www.adobe.com/products/acrobat/readstep2.html](http://www.adobe.com/products/acrobat/readstep2.html)

Please send the completed editable form to [secretary@ceciliansingers.co.uk](mailto:secretary@ceciliansingers.co.uk) by clicking on the share button at the top right hand of the screen. You can also add your CV and personal statement as additional files.

All forms should be forwarded, preferably online by sharing or as an email with attachments to [secretary@ceciliansingers.co.uk](mailto:secretary@ceciliansingers.co.uk), or, if necessary, by post to:  
Lynne Holland, Hon. Secretary, 23 Prince Edward Crescent, Radcliffe on Trent,  
Nottingham NG12 2DX, to arrive by 5pm on Friday 28th June 2019.

(Please use black ink if completing in longhand).

### PERSONAL DETAILS

Surname

First Name(s)

Home address:

Post Code

Email address:

Telephone

Home:

Mobile:

Telephone

Work:

Mobile:

Please give details of two referees. One of them should be able to comment on your musical experience and skills; the other should focus on your personal qualities, in particular your ability to work collaboratively. If the referee knows you by a different name, please indicate.

*(References will be taken up for short-listed candidates only,  
i.e., in the second half of July 2019).*

**Application for the post of Musical Director  
The Cecilian Singers**

**1. Musical reference**

Name:

Address:

Post Code

Email address:

Telephone:

Occupation/relationship  
to you:

**2. Personal reference**

Name:

Address:

Post Code

Email address:

Telephone:  
(best contact)

Occupation/relationship  
to you:

Please indicate any special arrangements \*(e.g., in relation to access) that you would require at interview or if subsequently engaged.

\*Any such indication will play no part in decisions on either shortlisting or engagement.

Date:  
*click arrow*