



RIPON
CATHEDRAL

**JOB DESCRIPTION FOR THE POST OF
Assistant Organist**

Supported by the Ripon Cathedral Music Custodians

PURPOSE

The purpose of this role is to contribute to the mission and ministry of Ripon Cathedral by supporting and developing standards of musical excellence in the Cathedral's worship. The Assistant Organist's main role is to play the organ for services as required and to support the Music of the Cathedral in a wide variety of activities in the running of the department including working with the Cathedral Choirs.

This is a full-time fixed-term appointment for two years, starting in **September 2025**, and it may be possible to extend this appointment by another year. Accommodation is available. This role is primarily aimed at someone who would like to embark on a career in Anglican Cathedral Music.

The person appointed will be employed by the Cathedral Chapter, on whose behalf the Director of Operations provides overall management for all contracted employees.

The Line Manager for this post will be the Director of Music.

This role will require an Enhanced DBS check to be made.

CONTEXT

The Music Department is led by the Director of Music and the whole department works closely with the Canon Precentor to deliver an inspiring programme of music and liturgy. The Assistant Organist will work collaboratively within the music team and with the wider Cathedral community, maintaining and developing the music as an integral part of the life of the Cathedral within the direction of the strategy set by Chapter.

The post of Assistant Organist is located within Ripon Cathedral, which is a place of Christian Worship and Mission within the Church of England. The person appointed will be expected to respond positively to this ethos.

MAIN DUTIES AND RESPONSIBILITIES

Organ Playing and Choir Training

- To play the organ for Lay Clerks' services on Thursday or Friday each week and for other services as required.
- To play voluntaries before and after services as required.
- To attend all rehearsals as required to assist the music staff in supervision and care of the choristers.
- To attend all services as required assisting in the organ loft as registrant and page turner.
- To rehearse and direct the Cathedral choirs as required.
- To give an organ recital in the annual Organ Summer Festival (June/July).
- To assist with the teaching of Music Theory to the choristers.
- To assist with the RSCM *Voice of Life* awards training for choristers and choral scholars.

Administration

- As Choir Librarian to be responsible for the care and maintenance of the Choir library, ensuring that singers, music staff and Canon Precentor have the correct music for all services and rehearsals both in advance and on the day.
- To act as the host and guide for visiting organ recitalists.
- To assist with the Music Department affairs and administration as required, including typesetting and copying music, booklets, psalters and hymn folders.
- Contribute to the music choice and repertoire of the Cathedral where required.

Communication and Outreach

- Work with your music colleagues to develop and review departmental strategy to deliver the musical life of the Cathedral.
- To work as part of the staff team, developing a good working relationship with all Cathedral staff attending meetings and deputising for the Director of Music and/or Assistant Director of Music as required.
- To be proactive in promoting Ripon Cathedral as a centre of musical excellence within the local area, the Diocese and further afield through a range of activities.

Compliance

- Working with colleagues to make sure that the Cathedral's Safeguarding Policy is observed at all times and report immediately any concerns or issues you may have that threaten the safety or welfare of any child or vulnerable adult within the care of the Cathedral.
- Ensure that all work and activities are undertaken in compliance with applicable statutes, regulations and directives regarding Health & Safety, Fire and Security, including the Cathedral's internal policies and procedures.
- Take all reasonable care for the health and safety of themselves and of others who may be affected by their acts or omissions at work.

Professional Development

- To be accountable for own development through the appraisal process, seeking out opportunities to learn new skills.
- To work towards a professional qualification alongside Cathedral work, e.g. FRCO.

In addition, all employees are expected to work within the terms of their Contract of Employment and adhere to the Cathedral's policies and practices.

Occasionally situations may arise that require the post holder to perform other duties and tasks as may be reasonably requested by the Chapter of the Cathedral.

Person Specification

Attributes	Essential	Desirable
General	<p>The successful candidate will:</p> <ul style="list-style-type: none"> • have knowledge of the Church of England's teachings, musical traditions and practices • be sympathetic to the ethos of the Cathedral's mission within the Diocese of Leeds 	
Qualifications and Training	<p>The successful candidate will:</p> <ul style="list-style-type: none"> • have completed an undergraduate music degree (e.g. BMus, BA) • have completed at least one previous cathedral/university organ scholarship • have completed ARCO or an equivalent qualification 	
Experience	<p>The successful candidate will:</p> <ul style="list-style-type: none"> • have experience of playing the organ for choral services, often for large and discerning congregations • have experience of working with and training young singers • have experience of being a rehearsal pianist • have a broad knowledge of the breadth of repertoire in the Anglican choral tradition 	<ul style="list-style-type: none"> • have experience of working with amateur singers
Knowledge, skills and abilities	<p>The successful candidate will:</p> <ul style="list-style-type: none"> • be a team player • have an ability to enthuse young children • be able to prioritise workload effectively • be an efficient user of Microsoft Office and Sibelius software 	

Personal Qualities	The successful candidate will: <ul data-bbox="395 190 906 633" style="list-style-type: none">• demonstrate a respect for the different music genres and breadth of churchmanship required in the Cathedral Music Department• have a willingness to actively contribute to a forward-thinking music department• show calmness under pressure, and be able to problem-solve• be willing to take instructions and advice• show commitment to personal and professional development	
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