**Manager of the Pro-Cathedral Choirs**

**Job Description**

The mission of the choirs is “to maintain the highest choral standards in the celebration of the liturgy in the provision of sacred music befitting a Cathedral church”. Renewed focus on this mission over the past number of years has led to a rapid expansion in the size of the Choirs, repertoire, liturgical participation and external commitments. It is also recognised that there has been a commensurate growth in choral quality, in line with the mission of the Choirs

The Manager of the Pro-Cathedral Choirs has responsibility for the planning and management of both long term and day to day non music related activities, of the Choirs in consultation with the Administrator of the Pro-Cathedral and the Director of the Choirs. The Job description outlines the key responsibilities for the Choir Manager. This role includes responsibilities for and support of the two choirs, the boys and Men of the Palestrina Choir and St Mary’s Pro- Cathedral Girls’ Choir.

**Roles and Responsibilities**

**Management**

* Choir manager will work within the Pro-Cathedral team, liaising with other key Cathedral staff, external contacts.
* In conjunction with the Choir Director to assist with the recruitment of new entrants
* Management of concerts, in particular the Palestrina Christmas Concert in the NCH and other public appearances in Ireland.
* Management of international tours.
* To liaise with the Cathedral Finance officer to ensure financial procedures are followed in relation to expenses and budgets.
* To ensure the supervision of Choristers including provision of breaks and refreshments during rehearsals and concerts.
* To arrange for Choristers’ entry to the Cathedral for rehearsals

**Relational**

* Liaison with Parents regarding all matters in relation to children of the choir
* Arranging for staff/volunteers to be present when visiting choirs sing.
* To bring matters of concern related to the Cathedral Choirs or wider Cathedral community to the attention of Administrator of the Cathedral and/or the Director of the Choirs.
* To liaise with the person in charge of the Choir Robes and Uniforms

**Administrative**

* Finalising and communication of choir schedules
* To provide administrative support to the Choir Director and Assistant Director
* Ensuring gentlemen of the choir are present and keeping a record of attendance.
* To prepare/arrange for the printing of music booklets for liturgies, concerts and any other events required.
* To maintain appropriate filing and archival systems for the Choirs in accordance with data protection requirements.

**Required skills and experience**

* Experience managing a choir while ideal is not essential
* Experience of managing children is essential
* Experience in the voluntary/not-for-profit sector preferred
* Relationship management experience with parents, staff and external stakeholders is essential
* Excellent organisational skills
* Proven ability in promoting events
* Excellent IT skills
* Proven stakeholder management skills

The above contains the main outline of duties. However, the list is not exhaustive and the successful candidate will be expected to adapt a flexible approach to the role.

**Key behaviours**

* + Ability to work on their own and as part of a team
  + Flexible
  + Ability to work collaboratively with the ordained ministers of the church and other parish team members
  + An appreciation of confidentiality and discretion
  + Excellent interpersonal skills with emphases on dealing with internal and external stakeholders
  + Proactive and uses own initiative

**Benefits and Compensation**

* Competitive salary DOE
* Working hours: 22 hours

Tuesday and Wednesday 2 – 6.30

Friday 2 -7.30

Saturday 2-4 (once a month)

Saturday 4 – 7.00

Sunday 9 -1.00

* Choir holidays is normally six weeks in Summer with an additional one weekend break after Christmas and Easter
* Death-in-Service and generous leave policies e.g., Sick leave, Maternity, Adoptive, Paternity.

Letter of Application together with a current *CV* should be sent to:

The Reverend Administrator

St Mary’s Pro-Cathedral

83 Marlborough Street

Dublin D01 TX49

Or by email to: stmarysprocathedral@gmail.com

**Closing date: Friday 15th July 2022**