

JOB DESCRIPTION

22 October 2025

Director of Music, St Margaret's, Putney

General

A self-employed post overseeing the music programme including, but not limited to, regular Sunday services, seasonal festivals and concerts. The contracted sum is £10,500 p.a. (if all responsibilities outlined below are agreed to) and the Director of Music will be entitled to a maximum of five Sundays off per year. Services in Holy Week and around Christmas cannot be considered for time off. The usual RCSM recommended contractual terms apply except where amended. The Director of Music is directly accountable to the Vicar in the performance of his/her duties.

Main Objectives

- To contribute to a meaningful worship experience, to enhance the liturgy by the use of music and to advise on the use of music generally
- To work with the clergy to envision, develop and implement the music at St Margaret's both in liturgy and other aspects of our community's life

Principal Tasks

The Director of Music has overall responsibility for all music, including playing the organ and directing the choir, in consultation with the Vicar, with regard to:

- Sunday morning 10am service
- Specified evening services (see appendix)
- Occasional weekday festivals (see appendix)
- memorial services, funerals and weddings, blessings, services of dedication and baptisms, including negotiating with the families involved as to their music requirements
- facilitating and conducting a weekly rehearsal for choir and pre-service rehearsal
- developing the children's choir to perform in all-age services through the year and join the adult choir at other times.
- supervising all musicians used in services including any assisting organist, voluntary members of the choir, children involved in worship and paid singers/musicians

- Co-ordinate and be present for the weekly recital series, including liaising with musicians and introducing/thanking with the vicar

The director of music will also be required to:

- attend regular meetings with the Vicar
- plan services with the Vicar as required
- attend meetings of the PCC and its sub-committees where music and liturgy shall be discussed
- attend an annual St Margaret's team day
- advise on the supervision, care and maintenance of the organ, pianos and any other instruments
- be responsible for the maintenance and safe keeping of all choir music, books, etc.
- appoint musicians where required
- foster a good relationship with other musical institutions
- compose or arrange music, when appropriate

Hours

The Director of Music shall be expected to work such hours as are reasonably to be expected for the proper performance of their duties, the preparation and planning of the music, attending meetings concerning music and liturgy, rehearsing, playing and directing for services listed in the Appendix.

Fees

Fees will be paid by invoice on a monthly basis. All reasonable expenses will be paid within the specified music budget.

Choir

The Director of Music shall be responsible for the membership of the choir subject to the approval of the Incumbent. He/she is responsible for the recruitment and training of section leaders, choral scholars and voluntary members, and children's choir, and shall arrange regular rehearsals for this purpose as well as organising social events.

Appendix

Evening and Midweek Schedule

Services on Holy Days of the Church at which the Director of Music shall play the organ and/or direct the choir

Sunday Evening Services at 6pm (followed by usual date)

Epiphany Carols	First Sunday in February
Whitsun Carols	Evening of Pentecost
Dog Blessing	12pm on Sunday between 17 th and 23 rd September
All Souls'	First Sunday in November
Christmas Carols	Sunday between 13 th and 19 th December
Evensong	Held twice/year

Midweek Services

Ash Wednesday	8pm
Maundy Thursday	8pm
Good Friday	12pm
All Hallows' Eve, 31st Oct	5pm

Christmas Eve Services

Christingle	3pm and 5pm
Midnight Mass	11.30pm
Christmas Day	10am

Fees

Fee for special service payable by the church:	£100 per service
Fee for special services by an outside organisation:	£150
Fees for weddings:	£150
Fees for funerals/private baptism:	£120
Fee for private baptism	£120

Musician Fees increase by 150% in case of audio recording and 200% for video recording. There is no increase for streaming of services, but services will be taken down when requested.

Person Specification

	Essential	Desirable
Qualifications	University degree in music or related subject	CertRCO, ARCO, FRCO
	Piano/Organ to at least grade 8 standard	Postgraduate qualifications in performance
Experience	Wide performance experience in a range of genres	Training early years children
	Directing choirs	Organizing Concerts, festivals, events
	Working with mixed professional and amateur singers of diverse ability across generations	Creating/organizing new repertoire
	Working with children and young people	Teaching experience
	Managing safeguarding and chaperoning	Engaging churches with local choirs, schools and other organisations
	Managing and developing a music library	
Knowledge & Skills	To play organ/piano to high ability.	Desire to extend repertoire in particular with sensitivity to excluded voices.
	To be able to improvise and respond to situation	Planning and implementation of musical projects, e.g. local festivals, large-scale concerts
	Arrangement of Music	Composition
	Understanding of liturgical use of music	Work with combined orchestras/bands/choirs
	Knowledge of choral repertoire	
	Sensitivity to spiritual context of	

	music	
	To bring out the best in a mixed choir	
	To lead and train musicians of different ages and ability	
	Strong Communication Skills	
	Good organizational/ administrative skills	
	Familiarity with copyright law	
	Ability to work to a budget	
	Ability to recruit and manage volunteers and professionals	
	Familiarity, understanding and commitment to safeguarding policy and practice.	
Personal Qualities	Sensitivity in encouraging confidence	Interest in developing the life and spirituality of the church
	Inspirational Leadership	
	Sympathy with values of inclusion, diversity, kindness and excellence	
	Consistency and reliability	
	Team player	
	Personal reflective practice and connection with Christian ethos and sacramental spirituality	
	Desire for personal development	