



**Job profile:** Music Co-ordinator  
**Location:** Camden Parish  
**Reporting to:** Parish Priest  
**Job Reference No:** 0038-23

**Job Purpose:**

To co-ordinate and lead the adult and junior choirs in rehearsing and performing musical performances at Sunday Masses

**Main areas of responsibilities**

**FRIDAYS**

**5.30-6.30pm:**

Music group for children; 6-8 children follow a musicianship syllabus that includes elementary piano skills, dancing, solfège, rhythmical skills and listening

**6.30-7.45pm:**

Mixed choir: 10-15 singer aged 6-70 prepare for the weekly services and rehearse for festive services and occasional concerts. Includes development of basic skills such as breathing, intonation, expansion of tone range, sight-reading, part-singing and rhythm awareness; learning of a mixed repertoire from gospel to classics beside the singing of music for our services

**7.45-8pm:**

Individual rehearsals with soloists

**SUNDAYS**

**9.30am-1pm:**

Preparation for the mass involving children, families and instrumentalists

10am mass

Preparation for the service, involving adults

12pm mass

+ 2 hours administration during the week: communication with choir members and the office, preparation of repertoire and rehearsals, preparation of known and new material

Additional work:

Easter, Advent and Christmas, First Holy Communion, Confirmation and 1-2 annual charity concerts whereby each event requires 5-10 hours extra work

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**Person specification:** Music Co-ordinator  
**Contract Type:** Permanent  
**Salary:** £14.00 per hour  
**Hours of work:** 8 hours per week (2 days per week, neg)

**Experience required**

1. A knowledge and appreciation of Catholic liturgy
2. Relevant experience of Roman Catholic liturgical and musical practice
3. A knowledge and appreciation of Catholic liturgical music, traditional and contemporary; organ and guitar, classical and folk.

**Competences required**

1. An ability to effectively lead and motivate a choir
2. An ability to work methodically and consistently.
3. Excellent organisational skills
4. An ability to work alone, using initiative

**N.B** This is not intended to be a comprehensive description of the duties of the post. The post holder may be required to undertake other related duties as required