Clare College

Job Description

Job Title: Choir Administrator

Reports to: The Head of the Chapel Office

Salary: £11.33 per hour (this will increase with any cost of living increase implemented in July 2018)

Hours of work: 27 hours per week for three 10-week academic terms plus 9 weeks of touring activities (dates tbc). This will be a fixed term contract for fifty three weeks commencing 24th September 2018.

Academic term-time hours (with a one hour unpaid lunchbreak):
- Monday 9 am – 2 pm
- Tuesday 9 am – 5 pm
- Wednesday 9 am – 5 pm
- Thursday 11 am – 5 pm
- Friday 9 am – 2 pm

Where possible the Choir Administrator is also expected to sing with the Choir and be available to accompany them on all external engagements outside of the regular weekly choir schedule (on average 8 ½ hours of rehearsals and liturgical services each week during full term) which could include occasional weekends.

Purpose of the Job:

To manage the external engagements of the choir, including all concerts, tours, broadcasts and recordings, and to maintain the choir’s stand-alone website and weekly webcasting.

Main duties:
- To arrange all the details of tours, including travel, accommodation arrangements, in conjunction with promoters and artist agency.
- To liaise with and assist in the planning and execution of external events, including but not limited to concerts, tours, broadcasts and recordings.
• To assist with the production of all relevant concert programmes.
• To promote the Choir through the production of up-to-date media (using Adobe InDesign), mailouts, website maintenance and any other necessary means.
• To develop, and to discuss with the Director of Music, future engagements for the Choir, liaising with him on a regular basis.
• To record, edit and publish online a weekly webcast during the academic terms.
• To administer the Clare Choir Alumni Association in conjunction with the Development Office.
• To take minutes at Choir Committee meetings.
• To be readily contactable and swift to respond to both internal and external correspondence.
• To hold regular weekly meetings with the Head of the Chapel Office (Line Manager) to discuss past and upcoming arrangements.
• To carry out any other duties as directed by the Head of the Chapel Office.
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Person Specification

Job Title: Choir Administrator

Essential skills and experience:

The successful candidate will have:

- excellent inter-personal skills, including a good telephone manner
- good computer skills, and familiarity with the standard word-processing and spreadsheet applications
- excellent written and verbal communication skills
- the ability to read music
- the ability to be trained how to use webcasting software
- a proven ability to work in a team but also to work independently, show initiative and make decisions

Desirable skills and experience

- previous choral experience
- use of Sibelius music software
- an ability to work with music editing software (Pro Tools 11)
- be willing to make a positive contribution to the life of the College
- an ability to use (although training will be given) Adobe InDesign

Applications to be received by Tuesday 1 May 2018. Selected candidates will be interviewed on the morning of Tuesday 15 May 2018. Selected candidates will be given a short exercise to be completed in advance of this interview.