



Clare College

Job Description

Job Title: Lay Clerkship (open to alto and tenor voices) and Choir Librarian

Reports to: The Director of Music

Salary: £4,000 Lay Clerk (inclusive of holiday pay)
+ additional £1,000* Choir Librarian (inclusive of holiday pay)
*NB with the potential to divide this equally if the role is shared by two people.

Hours of work: The post holder needs to be available during full term (3 x 8 weeks) plus up to approximately 8 weeks of the vacations for further Choir activities

Purpose of the Job:

Open to alto and tenor voice parts, the Clare College Lay Clerkship involves singing in the Choir of Clare College, Cambridge (directed by Graham Ross, Director of Music) for 3 services per week during full term (Tuesday, Thursday and Sunday), with a rehearsal on Wednesday evening and occasional additional services when required. These include two or three Compline services per term, plus special services such as Ash Wednesday Vigil, Vigil for All Souls' Day, Advent Carol Services etc (on average 8 ½ hours of rehearsals and liturgical services each week during full term).

The post holder will receive all the benefits of a Choral Scholarship at Clare, including free singing lessons with one of the College's singing teachers; free travel for concerts, recordings, broadcasts and foreign tours; and free Dinner in Hall on Sundays after Evensong. The Choir's website, www.clarecollegechoir.com, gives details about the Choir's activities.

This will be a fixed term contract for 12 months commencing in late September 2024.

Main Responsibilities:

Lay Clerk:

- performing such duties as may be specified by the Director of Music in connection with choral services in Chapel, with Choir engagements approved by the Council and with other events in which the Choir have traditionally engaged or which may be specified by Council;
- participating in such practices and rehearsals as the Director of Music may determine, and such travel, at the College's expense, as may be involved in any Choir engagement;
- taking a senior role in the Choir and show musical leadership at all times;
- carry out any other relevant tasks as directed by the Director of Music.

Choir Librarian:

- distributing individual copies of music on a regular basis to Choir pigeonholes;
- returning music after services to Chapel library;
- ordering and copying new music where necessary;
- updating the Choir Library Catalogue as necessary.

Qualifications/Skills:

The Lay Clerk/Choir Librarian must be able to act on their own initiative, and should be capable of carrying out their duties promptly and efficiently, with a minimum of supervision.

The nature of the appointment requires the post holder to work in a flexible manner and a Lay Clerk should be available during all services, concerts and tours which will entail the post holder working variable hours.

Please note that this position is not open to undergraduates. Accommodation is not provided by Clare College for this post.

Referees:

Candidates should provide contact information of two referees, one of whom should have detailed knowledge of the candidate's musical ability and suitability for this post.

Curriculum Vitæ:

Candidates must enclose a full CV with their application.

Application procedure:

Candidates must submit the following to sh435@cam.ac.uk (Ms Sally Hewings, HR Officer, Clare College) before 9am on Wednesday 1st May 2024:

- covering letter
- details of two referees
- CV

In addition, candidates must submit to gr267@cam.ac.uk (Mr Graham Ross, Director of Music, Clare College) before 9am on Wednesday 1st May 2024:

- a recent recorded video performance of a piece of the candidate's choice that lasts no longer than 5 minutes. This piece should be for voice and piano, or unaccompanied voice, and need not be recorded on specialist video equipment – a phone camera would suffice so long as audio quality is high. The recording should be sent in the highest possible resolution, using either a WeTransfer or Dropbox link.

Auditions for short-listed candidates will take place in person in Clare College on Thursday 16th May 2024 with the Director of Music, Graham Ross. Short-listed candidates will be given the opportunity to perform a second piece of their choice lasting no longer than 5 minutes (an accompanist will be provided – candidates should bring a score for them to perform from), and will be given aural and sight-reading tests.