



## Clare College

### Job Description

**Job Title:** Choir Administrator

**Reports to:** The Head of the Chapel Office

**Salary:** £14.73 per hour plus an additional stipend of £2,000 for singing with the Choir (paid in equal instalments over 12 months).

The post also offers all the benefits of a Clare College Choral Scholarship (including free singing lessons, tours, concerts, broadcasts, Sunday dinners) plus lunch in the College buttery.

**Hours of work:** 27 hours per week for three 10-week academic terms plus 6 weeks of activities (to include national and international touring) outside of the academic terms spread throughout the year.

This will be a fixed term contract for fifty-two weeks initially, with a six month probation period commencing 30<sup>th</sup> September 2024. A separate two day handover period will take place during the preceding week, dates to be arranged.

Academic term-time hours (with a one hour unpaid lunchbreak): either Monday-Thursday 9am–4.45pm or Tuesday–Friday 9am–4.45pm as preferred, but can be flexibly rearranged with prior agreement.

The Choir Administrator is also expected to sing with the Choir throughout the academic terms for the regular weekly choir schedule (on average 8 ½ hours of rehearsals and liturgical services each week during full term) and for all external engagements which could include some weekends.

**Purpose of the Job:**

To assist with the management of all internal and external engagements of the choir, including all concerts, tours, broadcasts, recordings and weekly chapel services, and to maintain the choir's stand-alone website, livestreaming provision and the Choir's YouTube channel.

**Main duties:**

- To be responsible for all administrative arrangements for Choir tours and external engagements, including travel and accommodation arrangements, in conjunction with promoters and artist agency.
- To assist with the production of all relevant concert programmes and promotional materials.
- To promote the Choir through the production of up-to-date media (using Adobe InDesign), website maintenance and any other necessary means.
- To manage, in conjunction with the Director of Music, the Choir's active online social media presence.
- To maintain an oversight of the Choir's livestreaming equipment and manage the Choir's YouTube channel.
- To be responsible for maintaining the contact database for the Clare Choir Alumni Association and organise and plan the annual Evensong and dinner.
- To act as secretary for the Choir Committee (including minute taking).
- To run the online booking system for the College's Bennett Room.
- 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 to discuss past and upcoming arrangements.
- To carry out any other duties as directed by the Head of the Chapel Office and/or the Director of Music.



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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
- a proven ability to work in a team but also to work independently, show initiative and make decisions
- previous choral experience

### **Desirable skills and 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
- knowledge of Adobe InDesign
- knowledge of livestreaming (although full training will be given)

The nature of the Choir's performing schedule requires the post holder to work in a flexible manner outside of office hours and a Choir Administrator 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.

### **Application procedure:**

Candidates must submit the following to [sh435@cam.ac.uk](mailto: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](mailto: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.

Interviews and 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, and Head of the Chapel Office, Gabrielle Bell. 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.

**Applications to be received by 1<sup>st</sup> May 2024.**

**Selected candidates will be interviewed on the morning of 16<sup>th</sup> May 2024.**

**Selected candidates will be given a short exercise to be completed in advance of this interview.**