



Clare College

Job Description

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| Job Title: | Alto Lay Clerk |
| Reports to: | The Director of Music |
| Salary: | £3,200 (inclusive of holiday pay) |
| Hours of work: | The post holder needs to be available during full term (3 x 8 weeks) plus up to 8 weeks of the vacations spent on Choir activities. |

Purpose of the Job: The Lay Clerkship is open to applications from Altos, Mezzo-Sopranos and Countertenors. To sing in the College Choir for 3 services per week during full term (Tuesday, Thursday and Sunday), with a rehearsal on Wednesday evening and additional services as and when. These include two or three Compline services per term, plus special services such as Ash Wednesday Vigil, Vigil for All Souls' Day, Evensong for College Parents' Day, Advent Carol Services etc.

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. See www.clarecollegechoir.com for full details of the Choir's activities.

This will be a fixed term contract for 12 months commencing in late September 2021.

Main Responsibilities

The Alto Lay Clerk shall perform 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. Those duties shall include participation 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.

The post holder is expected to take a senior role in the Choir and to show musical leadership at all times.

The post holder may be required to carry out any other relevant tasks as directed by the Director of Music.

Qualifications/Skills

The Alto Lay Clerk 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.

Applications should be sent to:

Ms Sally Hewings

HR Officer

Clare College

Trinity Lane

Cambridge CB2 1TL

sh435@cam.ac.uk

Candidates should send their CV (including details of their voice part), details of referees and covering letter by Friday 4 June 2021. Interviews and auditions for short-listed candidates will be held on Wednesday 16 June 2021, and can take place either in person in Clare College Chapel or online as per the applicants' wishes with the Director of Music, Graham Ross. Short-listed candidates will be asked to prepare a piece of their choice lasting no longer than 5 minutes, and will be given some aural and sight-reading tests. An accompanist will be provided.