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 2022) plus an additional stipend of £2000 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 19th September 2022.

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

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 very 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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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)

Applications to be received by Friday 29 April 2022.
Selected candidates will be interviewed on the morning of Wednesday 18 May 2022.
Selected candidates will be given a short exercise to be completed in advance of this interview.