MAGDALEN COLLEGE, OXFORD
CHAPEL & CHOIR ADMINISTRATIVE ASSISTANT
Fixed-term contract for a period of 12 months
(Reference Number: CH18001)

FURTHER PARTICULARS

Magdalen College Chapel is among the most active in Oxford University, with about a dozen services a week during Full Term. It is especially well known for its Choir, which was established by the Founder’s statutes of 1480 and is one of the five ancient choral foundations in Oxford and Cambridge. The Choir plays an important part in the College’s religious, educational, and cultural life, and enjoys an international reputation for excellence. The Dean of Divinity is Jonathan Arnold, who officiates at most services, has general oversight of Chapel activities, and holds a variety of other responsibilities associated with pastoral care in the College, along with responsibility for College ‘Livings,’ i.e. Church of England parishes to which the President and Fellows of Magdalen are ecclesiastical Patron. He also teaches in the University’s Faculty of Theology and Religion, and is research active. The Director of Music (still known by his Latin title, Informator Choristarum) is Mark Williams, who is one of the College’s two Tutorial Fellows in Music and a lecturer in the University’s Faculty of Music. He is also active as a freelance organist and conductor. The Verger, Joan Jones, works part-time. She is responsible for preparing the Chapel for services and welcoming the congregation. The Chapel & Choir Administrator and PA to the Informator Choristarum and Dean of Divinity is Melanie Bennette, who works full time (regular office hours).

The Choir’s primary function is to sing seven services a week during University Full Term. The Choristers’ terms are longer, running from early September to mid-December, early January to late March, and late April to early July. The Choir is made up of 16 Choristers (educated at Magdalen College School), 9 Academical Clerks (students at Magdalen College), and three Stipendiary Clerks (employed annually by the College as singers in the Choir, and ordinarily recent graduates), plus the Organ Scholar (an undergraduate at the College) and the Assistant Organist (who is also Tutor to the Choristers in the School). Choir tours and recordings occur at least annually, and the Choir also performs at a variety of secular College functions during the course of an ordinary year (including singing from the Great Tower on May Morning).

Purpose of the Job:

This is a new post, created in response to the increasing workload in the Chapel and Choir Office as a result of the busy schedule of services, concerts, recordings, broadcasts and tours. The successful candidate will work with the Chapel & Choir Administrator to provide administrative and secretarial support for the daily running of the Chapel and Choir, with its associated projects, and to assist the Dean of Divinity and Informator Choristarum in raising the profile of the Chapel and Choir through the handling of the Chapel & Choir’s internet and social media presence, assisting with publicity, maintaining and developing the Friends of the Choir scheme, and the planning of national and international engagements for the Choir.
post will, inevitably, be shaped around the combination of skills displayed by the most suitable candidate.

**Duties and Responsibilities:**

1) **General tasks of day-to-day Choir & Chapel administration**, including:

- Producing publicity materials, special service sheets and booklets, promotional flyers etc. by designing (or assisting with design), or liaising with printers, or photocopying.
- Assisting in the preparation and distribution of Choir schedules.

2) **Internet presence:**

- Maintaining, updating and enhancing the Choir website, and Chapel & Choir pages on the College website.
- Updating the Choir Facebook and Twitter accounts in collaboration with the Academical Clerk responsible for social media.
- Updating the Chapel Facebook and Twitter accounts in collaboration with the Dean of Divinity and Sacristans.

3) **Recordings, concerts, tours, and other College events:**

- Assisting in the organisation of travel arrangements for Choir concerts and tours, including the co-ordination of advertising and publicity, research into costs, insurance arrangements, risk assessments, Child Safeguarding issues, and basic Health and Safety requirements. The post holder may be asked to travel with the Choir as required (time off in lieu is given in such cases).
- Exploring potential opportunities for Choir performances both in the UK and abroad.

4) **‘Friends of the Choir’:**

- With the assistance of the Development Office, compile, maintain, and update a database of former members of the Choir and official Choir ‘Friends’;
- Serve as Secretary to the Friends of the Choir, and keep its members in regular contact with the Choir’s activities, tours and recordings through, for example, a newsletter and other email/website updates;
- Take a central role in organising an annual event designed to bring the Friends of the Choir together, either at Magdalen or elsewhere.
- With the support of the Development Office and, in collaboration with the Informator Choristarum, seek to identify potential new Friends of the Choir.

5) **Annual Christmas services and concerts:**

- Helping with the preparation for and delivery of the *Advent Carol Service*, *‘Carols by Candlelight’*, *Fellows’ Entertainment* and other Christmas events, including assisting with the production of service booklets, publicity, ticketing and all aspects of seat allocation, and handling payment.
6) Choir library:

- Ensuring that the necessary music is in place for each week’s rehearsals, services and concerts, in accordance with the weekly rehearsal schedule produced by the Informator Choristarum.
- With the assistance of the Academical Clerk Librarian, oversee the ordering, binding and cataloguing of all new Choir music sets, as well as maintaining an ongoing programme of updating and replacing old and worn-out repertoire sets;

7) Miscellaneous secretarial, office management, and clerical tasks as required by the Informator Choristarum, Dean of Divinity and Chapel & Choir Administrator.

Inevitably, the work pattern and tasks carried out during Full Term (early October to early December, mid January to mid March, and mid April to mid June) will differ from those carried out when the Choir is not singing daily services, and the weight of administrative and clerical tasks will be greater during term.

The successful candidate may be required to undertake Child Safeguarding and First Aid training, the cost of which is covered by the College. Time taken for such courses will be considered as part of the working hours allocated to the post.

**Person Specification:**

The postholder will need advanced organisational skills, initiative, computer literacy, a flair for good website and publicity presentation, and the ability to work independently and quickly (sometimes under pressure), to the highest professional standards and with great attentiveness to detail. Prior knowledge and experience of Church music and liturgy would be a distinct advantage. A clear capacity to develop knowledge in this area will be essential.

Time management skills are likewise essential, since it is necessary to anticipate periods of peak activity over the course of the year by working to early deadlines, knowing how to prioritise tasks, so that an extremely wide range of duties can be compressed into the time available. A willingness to work flexible hours (without exceeding those allocated to the post over the course of the term) will be to the candidate’s advantage. The postholder will also be able to handle confidential material discreetly.

Candidates will therefore be assessed on the basis of the following selection criteria:

1. Excellent written and oral communication skills, and a high level of computer literacy (with competence and confidence to learn a variety of software packages).
2. Excellent analytical skills, and a good eye for detail.
3. Excellent time-management skills and the ability to work under pressure.
4. Ability to work both independently and as a part of a team, and to see complex tasks through to a conclusion without constant supervision.
5. The ability to demonstrate creativity and initiative.
6. A capacity to develop knowledge in the areas of Church music and liturgy.
7. Interest in acquiring a knowledge of the history and administration of the College, Chapel, and Choir.

**Hours of Work**

The post is initially being offered as a 12 month fixed term contract of 12 hours per week, normally to be worked during the office hours of the Chapel & Choir Administrator (9.30 am to 5.30 pm Monday to Friday), by arrangement with her and the other members of the Chapel & Choir Office. A flexible approach to working hours is highly desirable to ensure that the Chapel and Choir run efficiently.

**Salary and Holiday**

The salary for the post will be on Grade 5.1 of the University pay scale £8,213 per annum (£24,983 FTE).

**Benefits**

- Membership of contributory pension scheme;
- Free lunch may be provided when the kitchen is open depending upon working times;
- Car parking (subject to availability);
- Use of sports facilities;
- Optional contributory Healthcare scheme;
- Bus pass purchase scheme;

**Application procedure and deadline**

A detailed letter of application and a completed College application form, together with a recruitment monitoring form (both of which can be found on our website at http://www.magd.ox.ac.uk/job-vacancies/) should be sent to Human Resources, Magdalen College, Oxford OX1 4AU or emailed to human.resources@magd.ox.ac.uk (telephone: 01865 276033) by **12.00 noon on Monday 10th September 2018**. Candidates are expected to use their letters of application to state clearly why they are interested in the post and how their qualifications and experience suit them for it. **Late or incomplete applications will not be accepted.** Following the offer of the position, appointment will be subject to (a) satisfactory completion of a medical questionnaire, (b) provision of proof of the right to work in the UK, and (c) enhanced DBS clearance and, in accordance with the College Choir Safeguarding Policy, the receipt of two references which satisfactorily address the question of the candidate’s suitability for work with children.

It is expected that interviews will take place on Wednesday 19th September 2018. It is hoped that the successful candidate will begin work as close as possible to the beginning of 0th Week of the Michaelmas Term (Monday 1st October).

**Data protection**

All data supplied by applicants will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the Data Protection Act 2018 and the College’s Data Protection Policy which can be found at http://www.magd.ox.ac.uk/other-policies/data-protection/.