



MAGDALEN COLLEGE SCHOOL
INDEPENDENT DAY SCHOOL FOR BOYS 7 - 18 AND SIXTH FORM GIRLS



Further Particulars

ASSISTANT ORGANIST & TUTOR TO THE CHORISTERS

MAGDALEN COLLEGE, OXFORD & MAGDALEN COLLEGE SCHOOL

Closing date: Midday, Tuesday 28th May 2024 Interviews: Friday 7th June 2024



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From the President of Magdalen College, Dinah Rose KC,
and the Master of Magdalen College School, Ms Helen Pike

We hope that this pack gives you a useful introduction to Magdalen College and Magdalen College School and that the information encourages you to apply to work with us.

The College, Choir and School were founded by William Waynflete, Bishop of Winchester and Lord Chancellor in the second half of the fifteenth century. The College was the largest in Oxford at that time and, quickly, MCS became one of the country's most highly-regarded schools. More than 500 years later, the College and School remain leaders in education in the UK. Amongst its alumni, the College numbers nine Nobel prize winners, writers and poets such as C.S. Lewis and Oscar Wilde, famous actors including Dudley Moore (who held an organ scholarship), historians including Edward Gibbon, artists, politicians, royalty, lawyers, philosophers, scientists, journalists, sportsmen and women, and, of course, musicians, including singers Roderick Williams and John Mark Ainsley and conductors Harry Christophers, founder of The Sixteen, and David Lloyd-Jones, founder of Opera North. Distinguished former pupils of Magdalen College School include William Tyndale, translator of the Bible, Ivor Novello, composer, and Sam Mendes, film director.

The choristers lie at the heart of the School's link with Magdalen College and we are very proud to continue the tradition of educating boys who sing daily services in the College Chapel. The School thrives on its unique relationship with the global university through the College and enjoys an enviable location and state-of-the-art facilities. You can find more information about the School at www.mcsoxford.org, about the College at www.magd.ox.ac.uk and about the Choir at www.magdalencollegechoir.com

Thank you for your interest.



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FURTHER PARTICULARS

With an unbroken tradition stretching back to the Founder's statutes of 1480, the Choir of Magdalen College is one of the five ancient choral foundations in Oxford and Cambridge. It plays an important part in the College's religious, educational, and cultural life, and enjoys an international reputation for excellence. The Informator Choristarum (Director of Music) since January 2017 has been Mark Williams, who is also a Fellow and Tutor in Music and a University Lecturer. Previous Informators at Magdalen include John Sheppard, Daniel Purcell, Sir John Stainer, Sir William McKie and Bernard Rose.

The Assistant Organist plays a key role in supporting and working alongside the Informator Choristarum to ensure that the Chapel and Choir's reputation for musical excellence is maintained and nourished, through high-level performance, rehearsal planning and management and the training and education of the choristers. Former holders of the post have gone on to be Directors of Music at Oxbridge colleges and cathedrals.

The College Choir is comprised of 28 singers: 16 trebles, 4 altos, 4 tenors and 4 basses. The adult voices are supplied by Academical Clerks, male and female undergraduates of the College who gain their place in the Choir by competitive audition, and stipendiary clerks (paid singers). The Choristers (boy trebles) are



educated as day pupils at Magdalen College School, an independent school of approximately 870 boys (aged 7-18) and Sixth Form girls. The College School has twice been *Sunday Times* Independent School of the Year, regularly performs exceptionally at both GCSE and A Level, and consistently appears in the top 20 UK schools.





The College Choir's primary function is to sing six 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. Choir tours and concerts occur from time to time, and the Choir records regularly, most recently releasing its first album on

the label of The Sixteen, CORO. They are not in residence at Christmas, and only at Easter when the Triduum falls shortly after Hilary Term has ended or shortly before Trinity Term begins).

The Choir also performs at a variety of secular College fixtures during the course of an ordinary year, including the famous singing from the tower on May Morning, and at alumni events.



Since September 2010, a second choir, *Magdalen Consort of Voices*, sings one Evensong each week, usually on Saturdays.



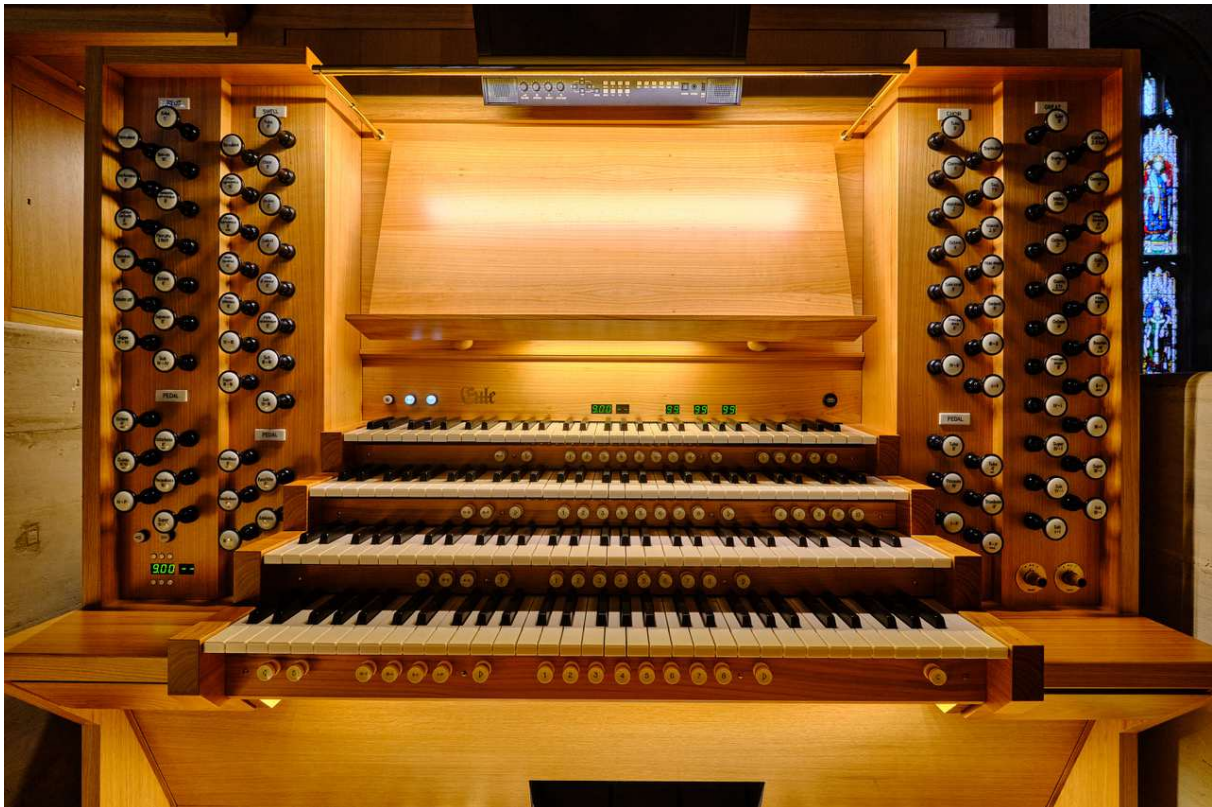
Comprised of eight sopranos as Choral Exhibitioners and the twelve Academical Clerks, the Consort plays an important role in the life of the Chapel, and the Assistant Organist works closely with the Informator in the development and nurturing of this group of singers. This includes taking responsibility for a weekly service of Compline, sung to plainsong, by members of the Consort and Academical Clerks. This service, introduced in 2020, has proved very popular with College members, and with those who watch online.





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The four-manual Chapel organ was built by Hermann Eule Orgelbau in 2022-23, and has been lauded as one of the most exciting and successful new instruments in the UK. There is also a portable chamber organ, commissioned from Kenneth Tickell in 2001, and a two-manual harpsichord built by Robert and Andrea Goble in 1999. Details of the organ specification and the usual weekly choir routine are appended to these further particulars.



The relationship between the School and the College is a close one. Three Fellows of the College are Governors of the School, and the Master and the Usher are members of the College Senior Common Room. The Informator meets regularly with the Master and other senior staff. There is a regular supply of boys with outstanding musical backgrounds, and ambitions for the future are high.



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Duties and Responsibilities

Magdalen College and Magdalen College School seek to appoint an Assistant Organist and Tutor to the Choristers from 1 September 2024. The post in the College provides direct experience of most aspects of running a major Collegiate choir, ranging from the more strictly professional tasks to the more ordinary ones. The experience of working



within the School is an ideal way to gain the necessary skills and proof of suitability to work with children, all of which are vital for anyone wishing to pursue a career in Cathedral or Collegiate music or in the world of education. The post is subject to a probationary period of six months.

The successful candidate will:

- Be in attendance at the majority of choir rehearsals and choral services as required by the Informator Choristarum, playing the organ for between one third and half the number of services each week, sharing the load with one or two other organists (ordinarily undergraduate organ scholars who look to the Assistant Organist as a mentor and guide). The Choir's repertoire is extensive and includes items with demanding organ accompaniments, requiring excellent technique, experience, musical sensitivity, and thorough preparation. There is an expectation that voluntaries will likewise be drawn from a wide repertoire, matched to the main service music, and played to the highest standard.
- Take a share in the direction of College Choir and Consort rehearsals and services as required by the Informator Choristarum, both when he is present and when he is away.





- Take responsibility for the direction of the Choir, the selection of music, and the majority of aspects of the daily running of the Choir during the Informator Choristarum's sabbatical terms (roughly one term every three years).
- Take the lead in organising recitals on the Chapel organ (there are currently two series – one of weekly recitals at 12 noon on a Saturday, with no admission charge, and another of 'guest recitals' given by leading professional organists, which take place three times per term on a Monday evening, and for which there is a ticket charge). The Assistant Organist will be expected to manage the budget for these recitals and to make all necessary arrangements with other College departments, including the booking of guest rooms for visiting players etc.
- Play a role, alongside the Choir Administrator and Chapel Administrator, in the administration of the department, including proof reading service sheets, preparing music for rehearsals, liaising with the Choir librarian, assisting in the planning of concerts and tours, inputting old copies and manuscripts into music notation software, and working with various stakeholders to enhance the Choir's public profile (through social media etc.)
- As Tutor to the Choristers, the Assistant Organist will be responsible for overseeing the day-to-day pastoral well-being of the Choristers, and will share in the responsibility, with the Chorister Supervisor, for escorting and supervising the Choristers in their walks between College and School, before and after services, during choir teas, and at certain other times, in accordance with our Safeguarding Policy, risk assessment protocol, and Health and Safety directives. The ideal candidate will already have some experience of working with children. Enhanced DBS clearance will be essential and some Safeguarding training may be required.





- To assist the School Music Department in the musical education of the choristers within the school timetable and provide support for all-round musical provision for the choristers, in consultation with the Informator Choristarum, the Master of the School, and the Director of Music at the School. Ordinarily this will involve some lesson planning and teaching, the organisation of chorister events such as informal and formal concerts, accompanying the pupils in performances and liaison with the Chorister Singing Teacher and other members of staff.

The successful candidate will be invited to discuss the nature of other duties he or she might like to take on in school. Such duties might include individual or small group teaching, accompanying, working with chamber ensembles and choirs, helping with other extra curricular activities, devising outreach activities, or undertaking administrative and supervisory duties. This post is intended to allow pupils to benefit from the presence of an outstanding young musician able to deliver an educational portfolio entirely suited to their individual strengths, to the benefit of the whole school community. In such discussions, the need to allow enough time for personal practice and musical development will be borne in mind.



At the discretion of the College's Music Fellows, the successful candidate may also be offered the opportunity to teach undergraduates for Keyboard Skills and/or Harmony & Counterpoint. Tutorials for the University are separately remunerated.

Person specification

It is expected that the ideal candidate will hold a music degree and have studied the organ to an advanced level. Along with proven experience of playing for choral services and directing singers, the preferred candidate will have an aptitude for working with children and as part of a team, and an enthusiasm for education. A reasonable level of IT skills will be essential.





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Summary

This is a full-time post, year round, but hours put into the working day are likely to be split during University Term, given the Choir's early starting time and late finishing time and weekend commitments in the periods when Choral Services are sung. The number of hours worked will vary significantly between Full Term and the Vacation periods, and an element of flexibility to accommodate this variation will be taken for granted. During Full Term and at all such times as the Choir is on duty – i.e. all rehearsals, services, concerts, recordings, and tours – it is assumed that the Assistant Organist will be available. Provision can be made for occasional absences during Full Term provided they are necessary and agreed with the Informator Choristarum in good time. Dates of school term, and many other details about the school's operation, are available on its website, www.mcsoxford.org

The Assistant Organist is entitled to at least one day per week free from College and school duties, by arrangement with the Informator Choristarum; in a normal week this will be a Monday. Holiday periods are similarly agreed in advance. The Informator Choristarum, together with colleagues in the School, will ensure that the Assistant Organist's weekly hours, especially during the busier periods of University Term, are managed effectively, although the postholder will be expected to take responsibility for much of his or her time in arranging practice, rehearsal and lesson preparation, administration, and other responsibilities.

It is hoped that the successful candidate will continue his or her musical development as an organist (and conductor, continuo player etc.) throughout the period of employment, and the College will contribute generously towards the cost of organ lessons. It is also expected that he or she will be keen to make as much use of the many resources and opportunities offered more widely in Oxford as time allows.

The Assistant Organist will report to the Informator Choristarum and the Master of the College School. However, some of his or her college tasks will also be monitored and directed by the Dean of Divinity, just as in school his or her regular line managers will generally be members of the school music and pastoral staff.



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Remuneration and Benefits

The combined stipend from College and School will be between £21,500 and £28,500 (depending on experience and the level of activity taken on in the school), in addition to accommodation free of rent charges, bills for heating, electricity, maintenance and council tax; there is also free internet access provided. Please note that while the College may be able to provide partnered accommodation, we are unable to provide accommodation for children or pets. Lunch may be taken in MCS on schooldays, free of charge, and the postholder is a member of the Senior Common Room in the College, where he or she is entitled to a number of free lunches and dinners at High Table. Other meals may be provided from time to time by the School or College. Members of College staff are also entitled to use the University gym and swimming pool free of charge, and may join a contributory pension scheme on arrival.

Interviews and auditions will be held on **Friday 7th June**. Shortlisted candidates will be asked to perform on the organ a piece of their own choice by J.S. Bach and another contrasting work. The two pieces should last no longer than ten minutes. Candidates will also be asked to sight-read, extemporise, transpose at sight and harmonise a hymn tune. As well as interviews, there will be a rehearsal with the choristers (details of the music and requirements for this will be provided once a short list of candidates is known) and a short proof-reading exercise.

Applications

Completed applications must include:

- Application Form
- Full CV
- The names of two referees, at least one of whom should be able to speak to the candidate's experience of working with children.
- Covering letter of application
- Any other relevant information (for example, details of recent concerts, recordings and musical projects, and anything not directly related to your work as an organist).





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Letters of application should be addressed jointly to the Master of the School, Ms Helen Pike, and to the Informator Choristarum, Mr Mark Williams.

Completed applications should be emailed to human.resources@magd.ox.ac.uk no later than **12 noon on Tuesday 28th May 2024**.

Applications are particularly welcome from Black, Asian, and Minority Ethnic candidates.

References will be requested before interviews take place.

The successful candidate will be required to undergo statutory safeguarding checks before the commencement of his/her employment.

The College's and School's preferred method of communication is by email and it will not be necessary to send a hard copy of the documents by post.



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APPENDIX

Standard schedule during University Full Term

Monday	Ordinarily no singing
Tuesday	7.50-8.40 am Chorister & probationer rehearsal 4.05 pm Chorister tea at school 4.30 pm Line up 4.45 pm Chorister rehearsal 6.00 pm Choral Evening Prayer (Choristers only) 6.40 pm Choristers collected from Cowley Place
Wednesday	7.50-8.40 am Chorister & probationer rehearsal 4.05 pm Chorister tea at school 4.30 pm Line up 4.45 pm Chorister rehearsal 5.00pm Full Choir rehearsal 6.00 pm Choral Evensong (Full Choir) 6.50 pm Choristers collected from Cowley Place
Thursday	7.50-8.40 am Chorister & probationer rehearsal 4.05 pm Chorister tea at school 4.30 pm Line up 4.45 pm Chorister rehearsal 5.00pm Full Choir rehearsal 6.00 pm Choral Evensong (Full Choir) 6.50 pm Choristers collected from Cowley Place
Friday	7.50-8.40 am Chorister & probationer rehearsal 4.45 pm Clerks rehearsal 6.00 pm Choral Evening Prayer (Academical Clerks only)
Saturday	4.00-5.30 pm Full SATB rehearsal 5.30 pm Tea in college 6.00 pm Choral Evensong (Consort of Voices)
Sunday	9.15 am Chorister rehearsal 9.45 am Full Choir rehearsal 11.00 am Sung Eucharist 12.10 pm Choristers collected from college 4.45 pm Chorister warm up 5.00 pm Full Choir rehearsal 6.00 pm Choral Evensong 7.00 pm Choristers collected from College





Organ specification

Magdalen College, Oxford			
ORGELBAU EULE, BAUTZEN, GERMANY (2023)			
I. GREAT		IV. RÉCIT	
<i>C-c4, 61 notes, mechanical action</i>		<i>C-c4, 61 notes, enclosed, electric action</i>	
Bourdon (from IV)	16	Bourdon (ext. 8ft)	16
Principal Major	8	Diapason	8
Flûte Major	8	Lieblich Gedackt	8
Cello	8	Octave	4
Lieblich Gedackt (from IV)	8	Plein jeu (15.19.22)	III
Octave	4	Basson	16
Gemshorn	4	Trompette harmonique	8
Quinte (from Cornett)	2 ² / ₃	Voix humaine	8
Octave	2	Tremulant	
Mixture 19.22.26	III-IV	Tuba	8
Cornett 1.8.12.15.17	II-V	<i>IV-IV super, IV-IV sub, IV-IV unison off</i>	
Trumpet	8		
Tuba	8	PEDAL	
<i>I-I sub, II-I (mechanical), III-I, III-I super, III-I sub, IV-I, IV-I super, IV-I sub</i>		<i>C-g1, 32 notes, electric action</i>	
II. CHOIR		Principalbasse	16
<i>C-c4, 61 notes, in stone case, mechanical action</i>		Subbass	16
Principal doux	8	Bourdonbass (from IV)	16
Gedackt	8	Quinte (ext. Subbass)	10 ² / ₃
Salicional (bass 8 notes from Principal)	8	Octavebass (ext. Principalbass)	8
Octave	4	Bassflöte (ext. Subbass)	8
Flûte douce	4	Octave (ext. Octavebass)	4
Nassat	2 ² / ₃	Posaune	16
Waldflöte	2	Trombone	8
Terz	1 ³ / ₅	Tuba	8
Clarinette	8	Tuba (ext. 8ft)	4
<i>Tremulant</i>		<i>I-P (mechanical), II-P (mechanical), III-P, IV-P, IV-P super, III&IV-P</i>	
Tuba	8	<i>Gt & Ped pistons combined</i>	
<i>I-II, III-II, IV-II</i>		<i>Concave & parallel pedalboard (modern German type).</i>	
III. SWELL		<i>Balanced expression pedals to III and IV (which can be combined on one pedal) and to the Physharmonica. There are dials controlling the Swell III and Récit IV shutters, each box having two sets of shutters: Antechapel / Antechapel & Chapel / Chapel.</i>	
<i>C-c4, 61 notes, enclosed, mechanical action</i>		<i>8 divisional thumb pistons per manual (with 8 levels of memory, by dial).</i>	
Flûte harmonique	8	<i>8 divisional toe levers to the Pedal organ.</i>	
Viola d'amour	8	<i>10 general pistons.</i>	
Violes célestes	8	<i>Reversible thumb pistons to I-P, II-P, III-P, IV-P, II-I, III-I, IV-I, III-II, IV-II, IV-III.</i>	
Flauto traverso	4	<i>8 Stepper Advance thumb pistons and 1 Retard.</i>	
Salicet	4	<i>1 Stepper Advance thumb piston and 1 Retard for console assistant.</i>	
Violine	2	<i>Reversible toe levers to I-P, III&IV-P.</i>	
Oboe	8	<i>2 Stepper Advance toe levers and 1 Retard.</i>	
Physharmonica	16		
Physharmonica (ext. 16ft)	8		
<i>Tremulant</i>			
Tuba	8		
<i>III-III super, III-III sub, IV-III, IV-III sub</i>			

Cancel and Set pistons.
USB socket.
Setter system for general pistons with an open area of 10,000 combinations and an authorised area with unlimited number of combinations.
Tuning: Equal Temperament, 440Hz @ 17°C.

Notes
The heavy pressure Tuba rank is common to all divisions.
Couplers are electric except those marked 'mechanical'.

Most pipes are of metal, but the following are of wood:
Great Flûte major 8 (open bass)
Choir Gedackt 8 (stopped bass)
Choir Flûte douce 4 (tenor C to top F)
Récit Flûte harmonique 8 (open bass)
Récit Bourdon 16
Pedal Principalbass 16 (bass 4 notes, horizontal on the roof)
Pedal Subbass 16 & Bassflöte 8
Pedal Posaune 16

Mixture compositions:

Great Mixture

C1	19.22.26
C13	15.19.22
C25	12.15.19
C37	8.12.15.19
F#55	8.12.15.15

Great Cornett

C1	12.17
G8	12.15.17
C13	8.12.15.17
G32	1.8.12.15.17

Swell Plein jeu

C1	15.19.22
F#18	12.15.19
F#31	8.12.15
F#43	5.8.12

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