



University of Oxford
**St Edmund
Hall**

Director of Music
Job Description and Further Particulars

St Edmund Hall wishes to appoint a Director of Music (part-time) as soon as possible.

1. St Edmund Hall

St Edmund Hall's roots are in the 13th century, making it one of the oldest educational institutions now within the University of Oxford. It is the only medieval academic Hall to have preserved its identity; the ancient name of "Hall" has been retained to reflect its long history and pre-collegiate University roots.

St Edmund Hall occupies a historic site in the middle of Oxford, just off the High Street. The College community has approximately 90 Academic staff (Fellows and Lecturers), 396 undergraduate, 296 graduate students, 40 visiting students and 110 support staff (administrative and domestic). The Queen's Lane main site accommodates many of our facilities, including the 17th century chapel, the administration, Fellows' rooms, the Senior, Middle and Junior Common Rooms, dining halls and student accommodation. Our library is on this site, occupying the beautiful former church of St Peter-in-the-East which also houses the oldest consecrated space in Oxford, the Norman crypt with good acoustics for small services. We have further extensive student accommodation in north and east Oxford: in Norham Gardens, on the Iffley Road, and in Dawson Street.

The College, affectionately known as "Teddy Hall" both within Oxford and in the wider world, is committed to academic excellence and to selecting the most academically able students regardless of background. In that context St Edmund Hall today is able to combine the rich history of its long life as a Hall with the modernity and adaptability of a modern college within the University of Oxford. It has a reputation as a friendly and supportive community. Hall students have always been keen to pursue a wealth of other interests outside their courses: the College is famous across Oxford for its collegiate activities in the performing and fine arts, creative writing and sport; and our students are also involved in many charitable initiatives in Oxford and abroad. The Hall has an enviable reputation for the excellent quality of its food and its commitment to sustainability. Responsibility for governance of the institution and its interactions within and without the University lies with its Governing Body, chaired by the Principal of the College, Baroness Professor Katherine (Kathy) Willis, CBE.

Further details of the College, its 17th century chapel and other spaces, can be found on the College website at <https://www.seh.ox.ac.uk/>

2. Music at St Edmund Hall

Music is an important aspect of life at St Edmund Hall and previous Directors of Music have achieved a great deal in developing the choir and also a broad portfolio of musical activity across

the Hall. This vacancy represents an exciting opportunity, with increased hours, to build on strong foundations.

There are many talented instrumentalists and singers amongst the members of the Hall. They are encouraged to perform within the College, for instance at lunchtime concerts during term and at evening Chamber concerts. Other types of music are also encouraged, for example, jazz evenings, live ceilidhs and an ad hoc brass band for 'Carols in the Quad' or May morning. The Hall does not admit undergraduates to study music as a degree course, but their absence has not impeded our recent strong development of music. Unique to St Edmund Hall, all our current students can apply each term for a Masterclass Award of up to £1,000 per person each academic year. The Fund is aimed at individuals who have already reached a high level of achievement in an extra-curricular activity and are now seeking funding for additional coaching to develop and hone their skills. Many of our talented musicians benefit from this support.

At the core of the college provision is the well-established choir which sings Evensong at 6:15 pm every Sunday during term time and on other special occasions. The Choir is directed by the Director of Music and the Organ Scholars. It comprises around 20 people including eight Choral Scholars and four Choral Exhibitioners. All members of the choir are members of the college, or have a close association with the college, a link we are keen to maintain. Outside Chapel, the Choir has performed at various events over the past year including the Charter Dinner and alumni events. They annually tour to Pontigny Abbey, France, which provides the opportunity to bring the choir together before the start of each academic year. The next tour is already organised for the first week of September and it is hoped that the newly appointed Director of Music will be able to take part in this. More information on the choir can be found at <https://www.seh.ox.ac.uk/college-life/music/choir-of-st-edmund-hall>

The Chapel was built by Stephen Penton in the late 17th century. It is famous for the painting 'Supper at Emmaus' by Ceri Richards and the stained-glass window on the east side designed by William Morris and Edward Burne-Jones. The Chapel organ was built by Wood of Huddersfield in the late 1980s. It is ideal for exploring the repertoire of the German baroque and is used to accompany the Chapel Choir in the more traditional choral repertoire. We also have a chamber organ made by Robin Jennings. It is appropriate for both the scale and age of the building (which was consecrated in 1682) and enhances our repertoire of seventeenth-century music, particularly the verse anthems of composers like Gibbons, Tomkins, Purcell, and Blow. The weekly Sunday services are Anglican in character and are led by the Chaplain Rev'd Dr Mariama Ifode-Blease.

The College also has a well-equipped Music Room, which includes a Yamaha Piano, drum kit and new PA system. In addition, we have a 2008 Steinway B Piano in the Wolfson Hall (our main dining hall), a Bechstein Concert 8 in the Old Dining Hall, both of which serve at times as music venues and an Andrew Garlick Single-Manual Flemish Harpsichord in the Chapel.

3. Job Summary

The post requires a talented musician with significant experience in choral conducting and an interest in strengthening and widening participation in music.

The Director of Music will be expected to devote their time flexibly to the College; the post will be remunerated based on this assumption. They will be expected to play a significant role in

encouraging, coordinating, and promoting music within the College during the 24 weeks of Full Term and for occasional events and choir tours during the vacations. The Director of Music will have dining rights in the Senior Common Room up to three days per week during full term and on other appropriate occasions when performing their duties. The salary will be offered on the University of Oxford Grade 7 scale on a pro rata basis, corresponding to an average of two and a half days per week (0.5 FTE) with the majority of these hours assigned to University term-times and occasional other events during the vacations as outlined above. Use of an office will be provided. The post-holder will be eligible to join the Universities Superannuation Scheme (USS).

4. Context of the Job

Duties will involve encouraging and supporting students in a wide range of musical activities, including arranging recitals and concerts, particularly the organ and choral scholars. The appointed person will be required to support the provision of music for weekly chapel services and special occasions, e.g., St Edmund Feast, Charter Dinner, Gaudies, and parents' evenings. Most of these duties will fall during full terms. There are, however, some official occasions that fall outside of the term time. The College community currently has the one main choir but several other ad hoc vocal and instrumental ensembles and active arts and drama societies, as well as a large number of students active in the wider Oxford musical and artistic scene. The 10-year College strategy launched in autumn 2019 identifies music as an important theme within the culture of the College and the Director of Music will have the opportunity to contribute to the development of practical steps in the implementation of the second phase of the strategy after its 5-year-review this year.

5. Organisational Structure

Job Title: Director of Music

Responsible to: The Fellow for Music (Professor David Priestland as Vice-Principal)

6. The Appointee will

- Direct, administer, and promote the music of the Choir, including ensuring regular singing/playing/conducting lessons, and the diversity of musical performance within the College to a high standard.
- Organise and lead choir tours, typically to Pontigny (France) in September but also to any other alternative venues by agreement with the Fellow for Music.
- Be responsive to the musical needs of the Junior Members of the College.
- Offer mentoring to students engaged in musical activities.
- Organise and attend term-time recitals and performances in college, and identify and develop opportunities for music within College, for example lunch-time concerts, music at formal dinners, informal events, and others.
- Appoint, supervise, and mentor both Choral and Organ Scholars and Exhibitioners. This includes conducting choral and organ trials as appropriate as part of the process for awarding choral and organ scholarships.
- To participate fully in the annual University-wide Open Day for choral and organ scholars at the beginning of each Trinity Term.

- Oversee auditions for instrumental awards offered by the College to its members.
- Attend all rehearsals, choral services, and other musical performances in person, except by occasional agreement with the Fellow for Music.
- Attend regular meetings as agreed with the Chaplain and Fellow for Music.
- Work in partnership with the Organ Scholars, under the supervision of the Chaplain, to direct the choral contribution to Chapel services.
- In collaboration with the Chaplain, produce psalms and service sheets for all services.
- Collaborate with College student societies to provide guidance and support whenever music is required for student-led activities (e.g., dramatic productions).
- Work closely with the Development Office to provide appropriate music for alumni events and College events out of term time.
- Interact with alumni who have a particular interest in Music at the Hall.
- Take responsibility for the music budget, purchasing new music as required.
- Encourage and facilitate the use of Masterclass funding provided by Aularians (old members) by making connections between students and professional music tutors.
- Organise the tuning and maintenance of the College pianos, organ, and all equipment in the music room.
- The post-holder will work in close collaboration with the Senior Member with responsibility for Amalgamated Clubs, the Chaplain and Chapel Fellow, the SCR Steward, Alumni, Development Officers, Communications Manager and Bursary staff.

Selection Criteria

- Educated to at least graduate level and have significant experience as a performing musician.
- The ability to encourage and inspire involvement in college music and work with musically gifted and talented young people.
- A team player and sympathetic to the central academic mission of the College.
- A proven track record of initiative in organising concerts and recitals and promoting these events among a wider audience.
- Experience in the performance and direction of choral music, including sacred choral music.
- Excellent communication, motivational and inter-personal skills.
- Organisation, planning, administrative and forward-planning skills.
- IT literate and possess word-processing skills sufficient to ensure efficient production of music lists and programmes.
- Proven ability to work both independently and co-operatively with others.
- Be able to work flexibly, *including evenings and weekends*, to allow for the variation in the level of duties across a full academic year.

7. Terms and Conditions

<u>Appointment:</u>	This is a part-time, permanent post averaging two and a half days per week and may be held in conjunction with other posts outside the College provided that the obligations of any other appointments do not conflict with the requirements of the Director of Music. The appointment will be conditional on receipt of evidence of right to work in the UK documentation and satisfactory references.
<u>Probation Period:</u>	There will be a probation period of six months. Only after successfully completing this probation period will the appointment be confirmed.
<u>Notice Period:</u>	During the probation period, the post-holder's employment may be terminated by either side on one weeks' written notice. Once the appointment is confirmed, the period of notice will be three months.
<u>Salary:</u>	The salary reflects the University Scale at Grade 7, £36,024 to £44,263 (with a discretionary range to £48,350) per annum, pro rata (£18,012 to £22,131.50 per annum – up to the discretionary range of £24,175). However, the College is an independent employer and does not automatically apply the University of Oxford employment terms and conditions or policies. The starting point will depend on experience, and advancement up the scale is based on merit.
<u>Hours of Work:</u>	The hours of work are expected to equate to 0.5 of a normal 35-hour week averaged across a full academic year and weighted during the 24 weeks of full University terms. Hours will need to be flexible and will require evening and weekend working.
<u>Annual Leave:</u>	The annual leave allowance is 32 days <i>pro rata</i> (including eight public holidays). The post-holder's leave will be calculated on a pro-rata basis for the first year of employment. Additional leave is granted during the Christmas and New Year period when the College is closed. Where public holidays fall in term time, the Director of Music may be required to work those days and time off in lieu will be given to be taken at a mutually convenient time at the discretion of the Fellow for Music. There is an expectation that leave will be arranged to accommodate the pattern of duties required of the post-holder over the course of the year. In particular, it is expected leave will be taken outside term-time.
<u>Pension:</u>	The post-holder will be automatically enrolled in the Universities Superannuation Scheme (USS) unless they notify the College otherwise.
<u>Meals:</u>	The Director of Music will be a member of the Senior Common Room with an entitlement to have lunch and dinner at the Common Table whilst on duty during term and vacations free of charge when the kitchens are open. A free lunch is also provided for staff in the Hall of the College when the Kitchen is open.
<u>Benefits:</u>	Subsidised bus pass loan, season ticket loan and cycle scheme loan and access to the College's Employee Assistance Programme.

8. **Application Process**

Interested applicants should forward the following documents:

- (1) A Cover Sheet with the names and contact details of two referees who can speak with detailed knowledge about the candidate;
- (2) A current CV detailing career, education and qualifications;
- (3) A covering letter, which explains how you meet the selection criteria for the post.

Documents should be sent preferably by email (in PDF format) to recruitment@seh.ox.ac.uk by **GMT 12:00 on Monday, 3 June 2024**. Postal Applications (to arrive by the same deadline) should be sent to the HR Manager, St Edmund Hall, Queen's Lane, Oxford, OX1 4AR.

Interviews (which will also include an audition with the college choir) are expected to be held on Friday, 14 June 2024.

Informal enquiries about the post should be directed to recruitment@seh.ox.ac.uk.

Please also consider completing the Equal Opportunity Monitoring Form. Submission of this form is voluntary and does not form part of the selection process, but we would be grateful if you are willing to return it with your application to assist us with our equal opportunity monitoring.

Notes

1. *This employment is subject to the provision of original documentation to establish the right to work and remain in the UK.*
2. *All data supplied by applicants will be used only for the purpose of determining their suitability for the post, and will be held in accordance with the principles of the General Data Protection Regulations.*
3. *St Edmund Hall is an Equal Opportunities Employer. Conduct against fellow employees and college members that is offensive or detrimental to them on grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, is not tolerated.*
4. *Smoking (including electronic devices) is not permitted at any of the sites or buildings belonging to St Edmund Hall.*