



## Further Particulars for the post of Director of Chapel Music

**Ref: 900238**

Somerville College wishes to appoint a Director of Chapel Music (part time) starting in Hilary Term 2016, or as soon as possible thereafter.

### About Somerville College

Somerville is a forward-looking and adventurous College with a reputation of openness and inclusiveness. It is among the most international of the Oxford colleges that admit both undergraduate and graduate students, and has an ethos of tolerance, friendliness, diversity, enabling access to research and learning for all, and the pursuit of excellence in all that we do.

The Governing Body makes the decisions about the future of the College. Its members are responsible for the direction and management of the affairs of the Colleges. The College aims to pursue academic excellence through the support and encouragement of its students, sound management of resources, full support for the research of its Fellows, and to engage with and work within the collegiate university.

The student community comprises approximately 160 graduate students reading for masters and doctoral degrees, and approximately 400 undergraduates reading across a wide variety of scientific, mathematical, social science and humanities disciplines. Somerville's undergraduate body includes a higher than average proportion of state-school students, and about 25% from outside the UK.

For further information about the College, please visit <http://www.some.ox.ac.uk>

### Music at Somerville

Music is an important part of College life at Somerville, and a variety of musical events take place throughout the year. There are at least two to three concerts per term in College, encompassing all styles of music and featuring soloists (singing and instrumental), chamber groups, bands, small orchestras, and choirs.

The Chapel choir sings at the Sunday evening Chapel Service at 6pm every week in full term. It also takes the lead in at least one concert per term organized under its own auspices or by the Somerville Music Society, and sings regularly at college dinners. At present, the choir meets every Sunday at 4.00-5.45pm to rehearse for the evening service at 6pm, and there is an additional weekly rehearsal, currently Thursday 5-6pm.

There are fourteen Choral Awards available for all voice types (soprano, contralto, countertenor, tenor and bass), which are awarded either in the university's annual pre-admissions trials, or at the beginning of the academic year when annual auditions fill the remaining places in the choir. Award-holders receive an hour's vocal tuition per term, and are encouraged to invest in more. At any one time the choir is supported by one or two organ scholars, appointed in the university's annual trials in September.

In its present form, the choir was founded in 2001, and is run by the Director of Chapel Music. It has gone from strength to strength in recent years under the leadership of David Crown and Ben Goodson.

Somerville Chapel has one of the finest acoustics among the Oxford chapels. The organ, in the West gallery, is a traditionally voiced instrument by Harrison and Harrison. It was recently reconditioned. The College's musical facilities include a grand piano and double harpsichord in the Chapel, a music room with a Bluthner grand piano, and two other grand pianos in Hall and the Old Bar.

In recent years the choir has sung services and concerts at Worcester, Southwark, Winchester and Wells, Blackburn and St. Paul's cathedrals. It has also undertaken successful tours within the UK and also to Germany, Italy and the United States.

The choir has been involved in two opera productions, high-profile concerts including a memorial concert for Iris Murdoch, and has made recordings for commercial CDs.

Music currently works as part of a team involving the Music Lecturer (Dr Benjamin Skipp), who runs the academic teaching - we currently take three music students a year; and the Senior Music Associate (Hilary Davan Wetton) who oversees the Music Society and instrumental music. In the near future we hope to appoint a full Fellow and Associate Professor in Music and to expand our number of Music students.

Further information about the choir can be found on the Choir's Facebook page at [www.facebook.com/somervillemusicsociety/](http://www.facebook.com/somervillemusicsociety/) and recordings of the choir are available on You Tube at <https://www.youtube.com/user/somervillechoir>.

## **Main duties**

The Director of Chapel Music will work closely with the Organ Scholar and the Chapel Director and s/he will be responsible for:

1. Directing the choir at Sunday services.
2. Holding weekly rehearsals (currently rehearsal times are Thursday 4.45-6.15pm and Sunday 4.30-5.45pm before the Sunday service).
3. Directing the choir at special events such as carol, memorial and commemoration services.
4. Holding auditions, particularly at the start of the academic year.
5. Participating in the university trials in September for the appointment of organ scholars and choral exhibitors, and appointing to further choral awards at the beginning of the academic year.
6. Participating in the annual University-wide Open Day for choral and organ scholars at the beginning of each Trinity Term.
7. Holding at least one concert per term, promoted by the choir or by the Somerville Music Society.
8. Conducting the choir at three dinners in Hall each year, one per term.
9. Selecting the music list for the term, in consultation with the Chapel Director and the Principal. The Chapel has strong ecumenical, secular and non-denominational traditions which the Director of Chapel Music is expected to observe in the planning of the music.
10. Overseeing the development of the organ scholars as accompanists of the choir and, where appropriate, as choral conductors.
11. Overseeing the vocal and choral development of choral exhibitors and other choir-members.

12. Organising tours and recordings.
13. Supporting music-making in college, alongside the Somerville Music Society, the Senior Music Associate, and a Fellow with responsibility for Music.
14. Attending the termly Chapel and Music Committee, and preparing choir business for this meeting.
15. Liaising with other college staff and the college community to maximize the role of the choir in college life and beyond, notably the Principal and the Development and Alumni Office, as well as tutors.
16. Agreeing and implementing the annual choir budget with the Treasurer.
17. Maintaining the Chapel music library.
18. Liaising with the student responsible for the Choir Website to keep it up-to-date.

## Selection Criteria

### Essential

The successful candidate must be:

1. Above all, an excellent choir-trainer, with significant experience of choral conducting to a high level.
2. An excellent communicator, and a proven motivator of student singers and musicians; must also be able to mentor and relate to them appropriately.
3. An efficient organizer and administrator, with a grasp of budgeting.
4. A team-player able to work with a range of staff and students in the college community, and sympathetic to its overall academic *raison d'être*.
5. Experienced in choosing music suitable for a range of different needs and occasions.
6. Flexible in managing the varying workload across the academic year.

The successful candidate will have the keyboard skills to facilitate choir-training; higher-level keyboard qualifications (such as ARCO) would also be useful but are not essential.

She or he will normally have a degree; if this is not in music then she or he will have other appropriate qualifications and experience.

It is desirable that the Director of Chapel Music is resident within commuting distance of Oxford during full term to facilitate involvement with the musical and social life of the College.

## Employment Conditions

The summary information below is for guidance only and does not constitute the contract of employment. Full terms and conditions of employment will be provided in writing to the successful candidate.

**Appointment:** The post will be for three years in the first instance from the start of Michaelmas Term 2016, with a probationary period of six months.

<b>Stipend:</b>	The post carries a stipend of £7,500 <i>per annum</i> .
<b>Hours of work:</b>	<p>The actual hours of work will fluctuate throughout the term and to a certain degree are unpredictable. It is envisaged that the proper performance of duties would require an average of about seventy hours per term (an average of 7 per week) for the three College terms (0th -9th weeks), plus six hours per annum for Committees: a total of 216 hours per academic year. This will include performing for at least three special dinners per year (one each term) and an annual commemoration service traditionally held in June, plus occasional memorial services (which in recent years have averaged two in a year).</p> <p>It is essential that the post holder is willing and able to adopt a flexible approach to meet the demands of the post.</p>
<b>SCR membership:</b>	The successful applicant will be elected as a guest member of the Senior Common Room.
<b>Meal Entitlement:</b>	The post holder may take one free meal in Hall on days when she or he is working in College,
<b>Office:</b>	There is a separate office within the College; this which is currently shared with the Chapel Director, but working arrangements can be flexible according to need.
<b>Other:</b>	There may also be opportunities to provide various forms of remunerated teaching in the College, such as vocal tuition to choir-members, or academic teaching in Music disciplines in which they are qualified.

## How to apply

Candidates are asked to submit all application materials by email to [human.resources@some.ox.ac.uk](mailto:human.resources@some.ox.ac.uk) quoting vacancy reference **900238**.

Applications should comprise

1. A letter of application addressed to the Principal, Dr Alice Prochaska, explaining why you wish to be considered for this position
2. A *curriculum vitae*
3. An equal opportunities monitoring form (see below)

## References

Two written references will be required from referees able to comment with significant knowledge of the candidate's professional skills (one of whom should be a recent employer).

Referees should address their letters to the Principal and send them by email to [human.resources@some.ox.ac.uk](mailto:human.resources@some.ox.ac.uk) **by the closing date below**.

Applicants who wish approaches to a referee or referees to be made only if they are being called for interview or are in receipt of a conditional offer are asked to state this explicitly in their letter of application alongside the full contact details of their referee.

## **Closing date**

The closing date for applications is **10am on Monday, 3 October 2016**.

Please note that communication regarding the status and outcome of your application will be made via e-mail.

## **Interview process**

Interviews will be held on the morning of **Saturday, 22 October 2016**. Candidates are asked to keep this date free in their diary.

The interview selection process will include a panel interview and conducting a small choir. Shortlisted candidates will be advised on music selected for the audition when invited for interview.

## **Equal Opportunities Monitoring**

Please complete and return an equal opportunities recruitment monitoring form which will assist us with monitoring equal opportunities in recruitment. **Please send only one copy of this form** which can be emailed to [human.resources@some.ox.ac.uk](mailto:human.resources@some.ox.ac.uk) or sent in hard copy to:

Equal Opportunities Monitoring Assistant, Human Resources Department, Somerville College, Woodstock Road, Oxford. OX2 6HD

Equal Opportunities information collected does not form part of the selection process and will not be circulated to the selection panel. Completion of the equal opportunities monitoring form is voluntary. Data collected is used solely to monitor the effectiveness of the College's Equality and Diversity Policy and helps the College to meet its duties under the Single Equality Act 2010

## **Equal Opportunities statement**

The policy and practice of the University of Oxford and of Somerville College require that all staff are afforded equal opportunities within employment. Entry into employment and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. Where suitably qualified individuals are available, selection committees will contain at least one member of each sex.

## **Data Protection**

All data supplied by candidates 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 1998 and the College's Data Protection Policy.

## Pre-employment screening

If you are selected for the post, employment with the College will be conditional upon satisfying the following requirements.

### 1. Eligibility to work in the UK

The Immigration, Asylum and Nationality Act 2006 makes it a criminal offence for employers to employ someone who is not entitled to work in the UK. **We therefore ask applicants to provide proof of their right to work in the UK before employment can commence.**

Please note that you will need to provide original documents and where any documents are not in English a certified translation will be required. **Do not include these documents with your application.** You will be sent a request for the relevant information at the appropriate point in the selection process.

### 2. References

Employment is subject to receipt of references satisfactory to the College, as detailed above.

### 3. Medical fitness

Please note that any offer of employment will be conditional upon receipt of a completed pre-employment medical health assessment questionnaire and confirmation from the University of Oxford Occupational Health Service that the candidate is medically fit for the post (allowing for any reasonable adjustments that may be required, in line with the provisions of the Equality Act 2010).

The purpose of the pre-employment medical health questionnaire is to:

- (i) assess the candidate's medical capability to do the job for which they have applied:
- (ii) determine whether any reasonable adjustments or auxiliary aids may be required to accommodate any disability or impairment which they may have
- (iii) ensure that none of the requirements of the job for which they have applied would adversely affect any pre-existing health conditions the candidate may have.

The appointment will not commence until medical fitness for work, and any reasonable adjustments that may be required, is confirmed by the University Occupational Health Service.

### 4. Disclosure and Barring Service (DBS) Check

Any offer of employment will be conditional upon a satisfactory check with the Disclosure and Barring Service (previously known as DRB).

August 2016