

## **Music Support Administrator**

### **Internal only**

**£2,624 p.a. Part-time (c.6 hours per week, term time only), one-year, fixed-term**

Somerville has a thriving musical community and our activities in this area have grown considerably in recent years. We now seek a highly motivated, proactive individual to provide administrative support for the musical life of the College

The post is available from October 2024 and is initially offered on a one-year fixed-term basis, subject to continuing need, at the equivalent of 0.1FTE. The work is expected to be undertaken across an average of 6 hours per week (144 working hours per year) during full term (1<sup>st</sup> to 8<sup>th</sup> week inclusive). You will need to be able to work flexibly, adapting the working hours depending on the needs of the role in each particular term.

You will undertake a wide range of administrative tasks, including taking minutes, assisting with the promotion and circulation of information across various media, booking rooms and supporting events as well arranging regular piano tuning and other instrument upkeep. You will be highly organised, adaptable, have excellent communication skills and an appreciation of the needs of our music students and academics. Previous experience of working in an academic or similar environment would be preferred.

#### **Main duties**

This is a new role and it is anticipated that the duties may change over time.

- Arranging tuning of pianos each term
- Acting as clerk for Chapel and Music Committee, sending out agendas and minutes, and taking minutes.
- Dealing with external bookings of the chapel, including onsite liaison with clients, bursary, AV etc and attendance at concerts
- Looking after PRS reporting and submitting the report
- Assisting the Director of Chapel Music and Chapel Director by publicising Choir events and representing the choir on social media
- Ensuring all sources of information relating to music at Somerville on the internet are up to date, including liaising with AV to edit/upload suitable videos to YouTube
- Arranging distribution and return of the college electric keyboards to students, liaising with the treasury re deposits etc.

## Selection criteria

### Essential

- Proven flexibility with a friendly, efficient communication style, and ability to provide proactive support to colleagues.
- Excellent organisational and time management skills
- Good standard of IT literacy with experience of standard office systems.
- Willingness to learn college-specific systems
- Excellent communication skills in English, both verbally and in writing.
- Ability to work on own initiative, unsupervised
- Familiarity with Twitter, Facebook, Instagram

### Desirable

- Previous experience of administrative work in a similar academic environment
- Understanding of the Oxford Collegiate and Tutorial System
- Commitment to supporting the College's educational aims
- Understanding of music in an academic environment
- Familiarity with Sibelius music notation software

## Pay and benefits

- The starting salary will be £2,624 p.a. on the basis of 144 working hours per year. This is equivalent to an hourly rate of £13.81 and an FTE salary of £25,138
- Annual leave of pro-rata of 38 days per leave year (October to September)
- Generous pension scheme with employer contributions of up to 16%
- Free lunch in College when working on-site
- Free on-site gym
- Subsidised Nursery (subject to waiting list)
- Discounts and access to museums, libraries and facilities via the University card

Full terms of employment will be provided in writing to the successful candidate. This information is for guidance and does not constitute the contract of employment.

## How to apply

Please use our online recruitment site via [www.some.ox.ac.uk/jobs](http://www.some.ox.ac.uk/jobs) and follow the application instructions provided on screen. Please ensure you provide details of two referees who have recent experience of your work. One should be your most recent line manager. We will assume you are content for us to approach your referees at any stage unless you clearly indicate otherwise.

In addition to completing the online application form, please also include an up-to-date CV.

## Deadline and interviews

The deadline for completed applications is **noon (UK time) on Monday, 1 July 2024**

Interviews will be held in person, in Oxford as soon as possible following the deadline.

Candidates will be notified by email of the outcome of their application.

Please note this is an internal vacancy open to Somerville staff and students.

### Equal Opportunities

The policy and practice of the University of Oxford and Somerville College is that all staff are afforded equal opportunities within employment. Entry into employment and progression will be determined only by personal merit and the application of criteria which are related to the duties of each particular post. 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 any protected characteristic. Where suitably qualified individuals are available, selection panels will contain at least one member of each sex

### Your data

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 General Data Protection Regulations 2018 and the College's policies. Further details are available at <https://www.some.ox.ac.uk/privacy-foi/privacy-notice/>

### Pre-employment Screening

Any offer of employment will be subject to the following:

1. Documentary proof of right 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. Our Human Resources team will provide further details at the appropriate stage in the recruitment process.

2. Evidence of qualifications

You will be asked to provide original certificates and documentation to evidence qualifications or training that is required for the role and is stated by you as having been obtained.

3. Medical fitness

Please note that any offer of employment will be conditional upon receipt of a completed pre employment medical declaration. It may also be necessary to refer the successful candidate to the University of Oxford Occupational Health Service for confirmation 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).

4. Further checks

Where required for the role, further checks, such as DBS, may be required. The Human Resources team will advise applicants of the need for any additional checks as appropriate.