



# CHRIST'S COLLEGE

## UNIVERSITY OF CAMBRIDGE

### Job Description

<b>Job title:</b>	<b>Choir Administrator and Assistant to the Director of Music</b>
<b>Responsible to:</b>	Director of Music
<b>Key College Relationships:</b>	Chaplain, Choir Librarian. Other important relationships: Development Office, Communications Manager
<b>Place of work:</b>	Christ's College, Cambridge with some events and activities in Cambridge and elsewhere
<b>Hours:</b>	Fixed term for one academic year, part time equating to 8 hours per week averaged over the year. The workload is unevenly spread throughout the year and some work out of normal office hours will be necessary from time to time.
<b>Salary:</b>	Paid at point 30 on the University's single pay spine £6,340.86 per annum (pro-rated salary)
<b>Holidays:</b>	33 days annual leave (including public holidays), pro rata for part time post
<b>Pension scheme:</b>	The College offers membership of a contributory pension scheme. Subject to your age and earnings level, you may be eligible for auto-enrolment into the scheme.

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#### Job summary

To assist the Director of Music with the organisation and administration of all activities related to the running and promotion of the chapel choir and other music-related College activities.

## **Key responsibilities, including but not restricted to:**

### Termly duties

- Producing the Music List, psalm booklet and other necessary documentation at the beginning of each term.
- Managing the on-line booking system on behalf of the Chapel, and booking rehearsal venues.
- Liaising with singing teachers to organise lessons.
- Organising the care and tuning of the College's pianos and the Organ.

### Music Library

- Liaising with the Choir Librarian in all matters relating to the Music Library
- Ordering new music, organising storage, and keeping existing music in good order in the vestry area and Z Basement store.
- Maintaining and updating a catalogue of the music library's holdings.

### Performance and Touring

- Organising the choir's participation in external UK events such as concerts and weddings, including arranging transport and accommodation.
- Assisting the Director of Music and others with the oversight and organisation of the choir's international tours.

### Recordings

- Liaising with recording companies on behalf of the Director of Music and ensuring that relevant venues and transport are booked and other necessary arrangements made.
- Managing sales of the choir's recordings.

### Choir Promotion

- Ensuring that the choir's webpages and other publicity materials are kept up to date.
- Liaising with the Comms Manager to promote the choir's active online presence through social media.
- Liaising with the Development and Admissions offices on events to promote the choir.

### Vestry

- Ensuring the vestry area and equipment within it are kept in good order.
- Overall responsibility for cleaning and maintaining the choir's robes.

## General

- Keeping all choir records up to date.
- Booking rooms for the choir as necessary.
- Managing internal and external communications for the choir.
- Organising annual events such as the choir photograph, annual dinner, and additional College and University services.
- Taking part in the College's appraisal scheme and to undertake training as required.
- Being responsible for your own health and safety in the workplace.
- Fully complying with all the College's policies including equality of opportunity and data protection.
- Undertaking any other reasonable request or duties commensurate with your post.

The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required and all employees are expected to work collaboratively to support the overall work of the College.

## PERSON SPECIFICATION

Criteria	Essential	Desirable
Education/ Qualifications	<ul style="list-style-type: none"> <li>• Graduate student</li> <li>• Current or former member of the College choir</li> </ul>	
Experience		<ul style="list-style-type: none"> <li>• Serving in an administrative capacity in a choir or chapel/church context</li> </ul>
Skills/knowledge and training	<ul style="list-style-type: none"> <li>• Ability to read music and a knowledge of the sacred and choral repertoire</li> <li>• Excellent verbal and written skills</li> <li>• Proficient in the Microsoft Office suite</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of marketing and publicity for choral events</li> <li>• An understanding of the commercial aspects of running a choir</li> </ul>
Personal attributes	<ul style="list-style-type: none"> <li>• Ability to work independently and as part of a team</li> <li>• Ability to prioritise tasks</li> <li>• Confidence to communicate with all levels of the organisation</li> <li>• Flexible attitude to work</li> <li>• Attention to detail and accuracy in your work</li> <li>• Excellent organisational and time-management skills.</li> </ul>	

May 2026