



# CHRIST'S COLLEGE

## UNIVERSITY OF CAMBRIDGE

### Job Description

<b>Responsible to:</b>	Director of Music
<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 2 hours per week on average over three university terms of eight weeks each. The workload is unevenly spread throughout the year and some work out of normal office hours will be necessary from time to time.
<b>Term of Employment:</b>	Start date: 01/10/2026 and an end date of 31/07/2027
<b>Salary:</b>	Real Living Wage
<b>Holidays:</b>	33 days annual leave (including bank holidays), pro rata for part time post.

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#### Job Summary

To manage music and sets on behalf of the Director of Music for concerts, recordings, rehearsals, tours and all other reasonable musical requirements as requested.

#### Key Responsibilities, including but not restricted to:

- Putting out music for relevant rehearsals and services.
- Keeping track of returned music and chasing up so that all copies are returned to the storage files.
- Noting any sets that are particularly damaged, missing or incomplete and alerting the Director of Music and Choir Administrator so that new copies can be ordered.
- Collating all music needed for concerts, recordings and tours, including spares folders.

**Registered Charity: 1137540**

Christ's College, St Andrew's Street, Cambridge CB2 3BU

Tel +44 (0)1223 334900 [www.christs.cam.ac.uk](http://www.christs.cam.ac.uk)

## General Responsibilities

- To take part in the College's appraisal scheme and to undertake training as required
- To be responsible for your own health and safety in the workplace
- To fully comply with all the College's policies including equality of opportunity and data protection
- To undertake 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 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 the choir's repertoire</li> <li>• An understanding of the choir's activities (services, concerts, tours)</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> </ul>	