



CHRIST'S COLLEGE

UNIVERSITY OF CAMBRIDGE

Job Description

Job title:	Choir Administrator and Assistant to the Director of Music
Responsible to:	Director of Music
Key College Relationships:	Chaplain, Choir Librarian. Other important relationships: Development Office, Communications Manager
Place of work:	Christ's College, Cambridge with some events and activities in Cambridge and elsewhere
Hours:	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.
Salary:	Paid at point 29 on the University's single pay spine
Holidays:	33 days annual leave (including public holidays), pro rata for part time post
Pension scheme:	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.

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

May 2025