



Director of Chapel

Job Description

1. **Job title: Director of Chapel Music**
2. **Hours: 8 hours per week, weeks 1-8 each term (192hrs total for 24 weeks)**
3. **Salary: £6,881 per annum (Grade 6)**
4. **Reports to: Chaplain**
5. **Direct reports: None**
6. **Job summary:**

The Director of Chapel Music will facilitate all aspects of practical music-making in the Chapel, promoting an environment in which a breadth of musical styles and genres can flourish and reflecting the interests of both the Christian heritage on which the Chapel was founded and the diverse College community.

The Director of Chapel Music will work closely with the Chaplain in the choice and delivery of music for Chapel services, as well as the recruitment and encouragement of Organ and Choral Scholars.

The Director of Chapel Music will oversee the Organ Scholars, meeting with them regularly to offer tutorials on accompaniment (organ and keyboard) and conducting skills.

The Director of Chapel Music is encouraged to work with the tutors in Music, undergraduate and postgraduate students, to organise additional concerts and events that promote the reputation of the College.

7. **Key relationships:**

The Principal, the Chaplain and other stakeholders.

8. **Background**

St Hugh's is one of the constituent colleges of the University of Oxford and is an independent, self-governing institution that is also a registered charity. Founded in 1886 to provide an excellent education to women who were otherwise excluded from the University, St Hugh's is proud of its reputation for being a friendly, inclusive, and progressive community, and is committed to becoming the best employer in the collegiate University. One of the largest colleges in Oxford, there are around 1,000 students, more than 60 Fellows, over 50 lecturers working in a wide range of academic subjects, and a non-academic staff of 120 across all of the College's support and administrative operations.

The College is run by the Governing Body, consisting of the Principal, 48 academic Fellows, and the senior officers of the College such as the Senior Tutor and the Bursar. The members of Governing Body are the Trustees of the charity and have ultimate responsibility for the governance and operations of

the College, although much of this is delegated on a day-to-day basis to a number of key committees and officers.

9. Main Responsibilities

- Direct, administer and promote the music of the choir and liaise with the Chaplain to ensure appropriate music as part of chapel services on a Sunday evening, and any other Chapel services as agreed with the Chaplain.
- Have first refusal as Organist for any additional weddings, funerals, baptisms etc which fall outside the expected duties of the role, fees to be agreed as per the RSCM guidelines.
- Direct and administer the weekly rehearsal times, on Friday evenings and before the Sunday services.
- Draw up the weekly, termly, and yearly schedule of rehearsals, services, concerts, and other engagements for the Choir
- With the Chaplain, be involved in Scholars' recruitment, outreach, and alumni events in collaboration with the relevant post-holders.
- Promote the music of the Choir and the diversity of musical performance within the College to a high standard.
- Work with the Organ Scholars to ensure a high level of musical accompaniment (organ and keyboard) and conducting - offering tuition where needed
- Work with the Choral Scholars to ensure a high level of musicality and choral skills
- Encourage and support students and staff (non-Scholars) to join the Choir.
- To work with the Chaplain and Communications Manager to promote musical activity, concerts and recitals in College.
- Ensuring compliance with performing rights legislation and copyright issues
- Complying with all relevant health and safety regulations including fire regulations and risk assessments.

10. Selection criteria

Essential

- Excellent knowledge of liturgical and other music
- A good organist
- Excellent inter-personal and communication skills
- Excellent organisation and planning skills.
- Able to train, motivate and inspire singers from a wide variety of backgrounds and with varying types of musical experience inspiring them to high levels of achievement.
- An excellent motivator, communicator and role model, both in the context of the direction of the Chapel Choir and organ scholars and in relation to other aspects of the role.
- Proven ability to work independently and co-operatively with others.
- Sympathetic to the central academic mission of St Hugh's College, its pastoral responsibility and its commitment to diversity and equality, with an ability to relate positively to people from a wide range of backgrounds, ethnicities, sexual orientations, gender identities and of all faiths or none.
- Willing to engage where time allows - with the wider cultural life of the College, including poetry and drama, and to promote and organise music performances of different kinds and genres.
- Be able to work flexible hours, including evenings and weekends, to allow for the variation in the level of duties across a full academic year.

Benefits & other information

- Pension: employment with the College provides enrolment into the Universities Superannuation Scheme (USS).
- Annual leave: 30 days of annual leave and 8 public holidays per year for full time equivalent staff (8 days of annual leave is reserved to cover the Christmas break when the College is closed).
- Meals: provision of meals free of charge while on duty when the kitchens are open and tea and coffee.
- Health & Wellbeing:
 - Employee Assistance Programme – a free confidential telephone helpline with access to face-to-face counselling.
 - Free annual flu jab.
 - Free eye tests for all staff and a contribution towards new glasses if your prescription has changed.
- Travel Pass Loan: a discounted travel scheme is available with monthly deductions from salary.
- Cycle to Work Scheme/Bike Loan: monthly deductions from salary.
- University Staff Benefits: staff at Oxford can enjoy a wide range of benefits through the University including retail and free visitor access to the University's colleges, gardens, libraries and museums, and events.

This post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service.

How to Apply

To apply for this role please download, fill out and submit an application form and equal opportunities monitoring form and send alongside a copy of your CV via email to recruitment@st-hughs.ox.ac.uk. References will be taken up for the successful candidate.

Closing date: 9am Friday 22 November 2024

Interviews: It is anticipated that interviews will be held in person at St Hugh's as soon as possible after the closing date.