ST PETER’S COLLEGE, OXFORD

Director of Music (part-time)

Further particulars

St Peter’s College wish to appoint a Director of Music (part-time, 0.4 FTE) from 1 September 2015 or as soon as possible thereafter, following the retirement from the post at the end of Trinity Term 2015 of Dr Roger Allen. Dr Allen will continue in post as Fellow & Tutor in Music.

St Peter’s College is committed to promoting musical excellence, both in the context of Chapel services and a wide range of concerts and other performances in the Chapel. The primary duty of the Director of Music is to direct and administer these activities.

St Peter’s College

There are 38 self-governing and independent colleges at Oxford, giving both academic staff and students the benefits of belonging to a small, interdisciplinary community as well as to a large, internationally renowned institution. The collegiate system fosters a strong sense of community, bringing together leading academics and students across subjects, and from different cultures and countries.

St Peter’s College was founded in 1928 by Bishop Francis James Chavasse. It became a full College of the University in 1961. F. J. Chavasse was Vicar of St Peter-le-Bailey before becoming Principal of Wycliffe Hall and subsequently the second Bishop of Liverpool. He was the prime mover behind the building of Liverpool Anglican Cathedral.

The College occupies a central but quiet location on the site of the medieval New Inn Hall. The buildings range in date from Linton House of 1794 and Canal House of 1828 - both former headquarters of the Oxford Canal Company to an eclectic group of residential buildings from the 1930s, 1970s and 1980s. Additional student housing is provided in more modern annexes, the most recent of which is adjacent to the Oxford Castle site. St Peter’s has a reputation as a friendly and supportive community for both students and academics. The Choir is an integral part of that community. Further details of the College can be found on the College website at www.spc.ox.ac.uk.

St Peter’s College Chapel

St Peter’s College Chapel was designed by the Victorian architect, Basil Champneys and built in 1874 as the Parish Church of St. Peter le Bailey. From the foundation of St Peter’s Hall in 1929 to 1961 the church served simultaneously as both the Parish Church and the Chapel of St Peter’s Hall with the first Master, Bishop Chavasse’s son Christopher, also being Vicar of the Parish. When the Hall became a College in 1961, the Parish was merged with that of St.Ebbe’s but the Church of St. Peter le Bailey was retained by the diocese of Oxford for use under licence as St Peter’s College Chapel, an arrangement which continues to this day. It is therefore considerably larger than most purpose built college chapels. It is widely renowned for its resonant acoustic and much sought after as a flexible performing space, accommodating large-scale orchestral, choral and operatic performances without difficulty.

The Chapel contains many memorials to the Chavasse family, including those to Bishop F.J. Chavasse and his twin sons Christopher and Noel: the East Window is in memory of Christopher, First Master of St Peter’s and sometime Bishop of Rochester; the Grave Cross of Captain Noel Chavasse, MC, VC and Bar (1882-1917), is situated on the north wall adjacent to the F.J. Chavasse memorial. The College continues in the traditions and intentions of the Founder.
by maintaining the round of worship during full term according to the Anglican rite and through close and active links with Liverpool Anglican Cathedral.

The College Chapel still possesses its original organ built by ‘Father’ Henry Willis in 1875. It was slightly enlarged in 1889 by a local builder, Martin of Oxford, who added an open metal stop to the pedal division. In 2003 it was completely restored by Nicholson of Worcester in an appropriate historical manner which involved carefully retaining the characteristic Willis voicing and the refurbishment of the original tracker action. It is an ideal instrument for historically informed performance of the Anglican cathedral repertoire but is sufficiently versatile to cope with music from a wide variety of styles and periods as well. The College also possesses a Chamber Organ, designed and built in 2012 by Nicholson’s and generously donated by former Chaplain Christopher Jones and given in honour of Caroline and John Barron (Master of St Peter’s, 1991-2003). It is an ideal instrument for continuo work and the performance of a wide variety of early organ music. The Chapel contains a vintage Bluthner grand piano (1906), a modern Welmar upright and a single manual harpsichord by Robert Goble. In addition to the Chapel space there is also a spacious Music Room within the College main site.

The Revd Dr Elizabeth Pitkethly is the College’s part-time Chaplain. Dr Pitkethly has a background in teaching and academic music. Her musicological research focuses on the development of music societies in English Cathedral Cities in the first half of the eighteenth century. She is also an organist, pianist and a member of the Royal Musical Association.

Further details of the Chapel can be found on the Chapel website at www.spc.ox.ac.uk/content/chapel.

St Peter’s College Chapel Choir
St Peter’s College Chapel Choir is a mixed voice ensemble of around twenty five voices. The Choir is directed by the Director of Music assisted by two Organ Scholars who work under the Director of Music’s supervision. The Director of Music is directly responsible to the Master.

The Choir consists of undergraduate and graduate Choral Scholars admitted through competitive audition, either as a result of the Choral Trials that take place in Oxford in September prior to the year of entry or after matriculation. The majority are members of St Peter’s but there is usually some additional representation from across the wider University. The Choir’s core activity is the maintenance of the round of two weekly sung services (Evensong on Sundays 6pm and Thursdays 6.15pm) that take place during full term as well as an annual carol service. Additional services may also occur in 0th and 9th weeks as well as for occasional memorial, wedding, funerals and services for other College and national events.

The Choir also has an active concert life which often includes alumni returning to play and sing in major musical events. Bach’s Matthaüs Passion is currently given on a two year cycle. Other works recently performed include Bruckner’s Mass No.2 in E minor, Vaughan Williams’ Flos Campi and An Oxford Elegy, Britten’s Ceremony of Carols and Mendelssohn’s Elijah. The Choir has a strong recording profile and has recently released two CD’s: Anthems and Motets of the English Romantic Tradition (2013) and The Church Music of Samuel Sebastian Wesley (2014).

In recent years many St Peter’s Choral and Organ Scholars have gone on to become professional singers and choral directors. Further details of the Choir can be found at www.spc.ox.ac.uk/content/st-peters-choir and on the Choir website at www.spcchoir.com.

Music teaching and research at St Peter’s College
The post of Director of Music is primarily concerned with the direction of the Chapel Choir and the performance of music more generally within the College. It is distinct from that of the Fellow and Tutor in Music who directs the academic study of music within the College. Nonetheless, there is a close relationship between the two areas of responsibility since many of those involved in the Chapel Choir and other musical activities within the College are students reading Music.

St Peter’s College generally seeks to admit around five undergraduates per year to read Music. This is one of the largest groups of undergraduates reading Music in any College across the university and creates a vibrant and diverse musical community. The strong tradition of instrumental music in the College is apparent in the number of St Peter’s students who play in the University orchestras.
Senior and junior organ scholarships are offered at St Peter’s together with a number of awards for musical excellence supported through the generosity of old members and given to those who play an outstanding role in the musical life of the College.

Dr Roger Allen is the College’s Fellow & Tutor in Music. His continuing areas of research are in Wagner and in late nineteenth century British music and culture. He has published widely on Wagner in the UK, US and Germany, his new translation and critical edition of Wagner’s essay Beethoven (1870) was published by Boydell and Brewer in October 2014. He is currently writing a biography of Wilhelm Furtwängler; future projects include further critical editions of Wagner’s prose works and a study of Wagner and J.S.Bach.

Dr Andrew Gant is the College’s Stipendiary Lecturer in Music. His current teaching includes harmony and counterpoint, orchestration, composition and music in Tudor England. Historical and research projects include a reconstruction of the music at the Coronation of James II, leading to a CD, and editions of the music of Edmund Hooper. Andrew has recently signed two contracts with Profile Books: "Christmas Carols: A Celebration", and "A History of English Church Music".

Further details about the academic study of Music at St. Peter’s can be found on the College website at www.spc.ox.ac.uk/content/music .

Detailed job description

Job Title: Director of Music

Responsible to: The Master

Salary: £15,874 per annum

Duties: the successful candidate will be expected:

1. To direct, administer and promote the music of the Chapel and musical performance within the College to a high standard.
2. To oversee and advise the Organ Scholars.
3. To oversee the musical development of the Choral scholars.
4. Normally to attend:
   - all services sung by the Chapel choir
   - all choir rehearsals, including those taken by the Organ Scholars or other student conductors nominated by the Director of Music
   (or in the case of unavoidable absence to inform the Chaplain and/or Organ Scholar and arrange a deputy of appropriate professional experience and standing to attend).
5. To liaise with the Chaplain and Organ Scholars, to agree with them the music list for services each term and the musical programme each year. This should normally be done at or soon after the end of each full term so that the list is available at least two weeks before the start of the following full term.
6. To administer efficiently the planning and execution of all Chapel services and College musical events.
7. To work with the Master, Chaplain and Tutor for Music regarding the planning of worship and other musical events in the Chapel.
8. To arrange visits and tours by the choir to sing elsewhere, both in the UK and abroad. The Director may, but is not expected to, accompany the Choir on tour, in which case s/he should ensure that the direction of the Choir is in competent hands.
9. To participate fully in the annual University-wide Open Day for Choral and Organ Scholars held at the beginning of each Trinity Term.
10. To participate in the Organ and Choral trials held every September and organised centrally by the Faculty of Music. Since St Peter’s only admits Organ Scholars to read Music this will necessarily involve assisting in the admissions process for Organ Scholars. Where this includes taking part in academic admissions interviews separate payment will be made. (The selection of Choral Scholars is separate from the assessment of their academic application, which may be for a subject other than Music, and the Director of Music therefore has no involvement in their academic admission to the College.)
11. To promote the musical life of the Chapel and the College beyond the College and in conjunction with alumni and outreach activities of the College.
12. To work with the Chaplain, Organ Scholars and Choir members to promote the welfare of and recruitment to the choir.
13. To act as Curator (including arranging for tuning and maintenance) of musical instruments in the Chapel and elsewhere in the College, especially the Organ and the pianos in the Chapel and the Music Room.
14. To arrange and oversee the organisation and maintenance of the Chapel’s choral music library.
15. To promote and uphold the traditions and reputation of the choir and College: (Choral and Organ Scholars wear dark suits, gowns (& hoods) for services and the Director of Music would be expected to as well).

**Essential Selection Criteria**

The successful candidate will:
1. Be an experienced performing Musician educated to at least graduate level.
2. Be an outstanding and experienced choral conductor with a proven and successful track record in choir training.
3. Have significant experience of the performance and efficient organisation of music in worship within the Anglican Choral tradition.
4. Have significant experience of the performance and efficient organisation of a wide-ranging programme of other musical events in an institutional setting.
5. Have excellent communication and motivational skills as regards both directing the Choir in person and for performing the other duties of the post.
6. Have proven organisational, planning and administrative skills and experience
7. Have proven ability to meet deadlines and attend services and rehearsals punctually
8. Have IT and in particular word-processing skills sufficient to ensure efficient production of music lists and programmes
9. Have proven ability to work appropriately with musically gifted young people, to relate to them appropriately both as to a group and individuals.
10. Have proven ability to work both independently and co-operatively with others.
11. Have the ability to encourage and inspire involvement in College Music
12. Be able to work flexible hours to allow for the variation in the level of duties across a full academic year.
13. Be required to undergo a Disclosure and Barring Service (DBS) check (previously known as CRB check) at the start of their employment.

**Desirable Selection Criteria**

The successful candidate will also preferably:

14. Be an Organist to at least ARCO standard or have equivalent keyboard skills.
15. Be resident within the Oxford area or close commuting distance of Oxford during full term time to facilitate involvement with the musical and social life of the College

**Salary and benefits**

The salary including holiday pay will be paid pro rata in accordance with the University academic related grade 8.2, £39,685 per annum (£15,874 per annum for a 0.4 post). It will be subject to periodic revision in line with the cost of living increases that are applied to academic salaries.

The annual leave allowance is 38 days (including eight public holidays) pro rata. Leave needs to be arranged in relation to the schedule of duties involved in the post over the year. Where the Director is required to work on a public holiday, leave is granted in lieu.

Other benefits include membership of the Senior Common Room and full dining rights when the College kitchen is open (it is occasionally closed for short periods during student vacations); and optional membership of the Universities Superannuation Scheme, and of the Oxford Colleges’ Healthcare plan.
The Director will be provided with an office on the main College site where the Chapel is located and will have access to College computing facilities. Some secretarial help will be available.

**Terms of appointment**
This is a part-time position and may be held in plurality with other posts within and outside the College.

Whilst there is no expectation that the duties of the Director of Music will involve any academic responsibility for Music within the College, there may be opportunities for such involvement where appropriate qualifications are held through, for example, tutorial teaching and assistance with admissions interviews. Such work would be arranged separately from the duties of the Director of Music.

Applicants must be aware that working hours will of necessity be flexible to meet the duties involved and necessarily involve evening and weekend work but would be expected to total 40% of a normal 35 hour week averaged across a full academic year.

The appointment is subject to a probationary period of one year and thereafter for further four years in the first instance with the possibility of renewal subject to satisfactory performance. The appointment carries a notice period on either side of three months.

The appointment will be conditional on verification of the successful candidate’s right to work in the UK for St Peter’s College, and subject to the receipt of satisfactory references.

The appointee will be required to undergo a Disclosure and Barring Service (DBS) check (previously known as CRB check) at the start of their employment.

**Applications**
Candidates should send a letter of application, a CV and the names and contact details of three referees electronically to the College Registrar, St Peter’s College (email college.secretary@spc.ox.ac.uk, tel 01865 278864) by 12.00 noon (UK time) on **Friday 23 January 2015**. (There is no application form.)

Candidates should ask their referees to write on their behalf to the College Registrar by the closing date.

Referees in their letters of reference and candidates in their letters of application should address the candidate’s ability to meet the full range of the selection criteria listed above. At least one of a candidate’s referees should be a recent employer and at least one referee able to vouch for the candidate’s professional skills.

Both candidates and referees are asked to include the words ‘Director of Music’ in the subject line of all email correspondence about this post.

Candidates who wish to approach a referee or referees only if they are being called for interview or are in receipt of a conditional offer are asked to state this explicitly in their application alongside the details of the relevant referee(s). You should provide the names and full contact details of three referees even if you do not wish them to be contacted yet.

Applicants are additionally asked to fill in the Equal Opportunities Monitoring form at the end of this document and return it to the Human Resources Officer, St Peter’s College. St Peter’s is an equal opportunities employer.

**Interview procedure**
It is expected that auditions with the Choir for shortlisted candidates will take place on Thursday 19 February 2015 (probably 4.00 - 6.00pm) followed by interviews on Friday 20 February 2015. Candidates are asked to please keep these dates free.

December 2014
This form is available in an alternative format, if required please contact the HR Officer.

Please complete this form if you are applying for a position at St Peter's College, Oxford

The Equality Act 2010 brings together and extends existing equality legislation. The Act introduces protected characteristics in relation to which discrimination is unlawful. The protected characteristics under the Act are:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief (including lack of belief)
- sex
- sexual orientation

Higher education institutions have a duty to have effective arrangements for the collection and analysis of data for equality monitoring purposes. Any information given will be used only to support the College’s diversity and equal opportunities policy and in accordance with the principles of the Data Protection Act 1998. The information will be entered on a computer in St Peter’s College and will be kept strictly confidential and separate from your name and your application. It is not part of the selection process. The information you give will be retained only for statistical purposes and is anonymous. The reference at the top of the page is the date the job advert closed, so that we know the year and month the data was collected in, which assists with analysis.

The policy and practice of St Peter’s College require that entry into employment with the College and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of any of the above protected characteristics. In all cases, ability to perform the job will be the primary consideration.

Please answer the questions by completing or ticking the appropriate box.

Sex
- Male: [ ]
- Female: [ ]

Age
- Under 18
- 18-25
- 26-30
- 31-35
- 36-40
- 41-45
- 46-50
- 51-55
- 56-60
- 61-65
- 66-70
- 71+
- Prefer not to say

Marriage and Civil Partnership
1. Are you married?
- Yes [ ]
- No [ ]
- Prefer not to say [ ]

2. Are you in a civil partnership?
- Yes [ ]
- No [ ]
- Prefer not to say [ ]

Disability
- Do you have a disability or long term medical condition?

3. i.e. a physical or mental impairment, and the impairment has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities.

- Yes, please complete Q4.
- No known disability
- Prefer not to say

4. Please tick one or more boxes: The definitions of disability are those of the Higher Education Statistic Agency

4.1: [ ] Two or more impairments and/or disabling medical conditions

4.2: [ ] A specific learning difficulty such as dyslexia, dyspraxia or AD(H)D

4.3: [ ] General learning disability (such as Down’s syndrome)

4.4: [ ] A social/communication impairment such as Asperger’s syndrome/other autistic spectrum disorder

4.5: [ ] A long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy

4.6: [ ] A mental health condition, such as depression, schizophrenia or anxiety disorder

4.7: [ ] A physical impairment or mobility issues, such as difficulty using arms or using a wheelchair or crutches

4.8: [ ] Deaf or serious hearing impairment

4.9: [ ] Blind or a serious visual impairment uncorrected by glasses

4.10: [ ] A disability, impairment or medical condition not listed above. Please state: ………………………………………

4.11: [ ] Prefer not to say
### Ethnic Origin

5. Please describe your ethnic origin: *(please tick one box only)*

*The ethnic origin definitions are those of the Higher Education Statistic Agency.*

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<th>White</th>
<th>Black or Black British</th>
<th>Asian or Asian British</th>
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<td>5.1: White</td>
<td>5.5: Black or Black British - Caribbean</td>
<td>5.8: Asian or Asian British - Indian</td>
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<td>5.6: Black or Black British - African</td>
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<td>Gypsy or Traveller</td>
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<td>5.13: Arab</td>
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### Gender Reassignment

8. Is your gender identity the same as the gender you were assigned at birth?

8.1: Yes 8.2: No 8.3: Prefer not to say

### Sexual Orientation

9. What is your sexual orientation?


Please specify: .............................................

### Religion or belief (including lack of belief)

10. What is your religion?

10.1: Atheism 10.6: Jainism 10.11: No religion 10.2: Buddhism 10.7: Judaism 10.12: Prefer not to say

10.3: Christianity 10.8: Sikhism

10.4: Hinduism 10.9: Spiritualism

10.5: Islam 10.10: Any other religion or belief *please specify: .............................................*

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Please send the completed form to the Human Resources Officer, St Peter’s College, Oxford OX1 2DL, or by email to human.resources@spc.ox.ac.uk

A Word version of the form is available on the College website at [http://www.spc.ox.ac.uk/text/70/vacancies.html](http://www.spc.ox.ac.uk/text/70/vacancies.html)