Director of Music (part-time)

Further particulars

St Peter’s College seeks to appoint a Director of Music (part-time, 0.4 FTE) from 1 September 2020 or as soon as possible thereafter.

St Peter's College is committed to promoting musical excellence, both in the context of Chapel services and through a wide range of concerts and other performances. 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 dating from the 1930s to the present day. Additional student housing is provided in a number of annexes located close to the main College site. The College currently comprises a Master, Professor Judith Buchanan, and 65 Fellows and College Lecturers actively engaged in teaching and research in a wide range of subjects, about 200 graduate and 350 undergraduate students, 25 Visiting Students and 90 members of administrative and domestic staff. 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. During Full Term a variety of services take place including Compline, formal spoken BCP Holy Communion and informal services of Holy Communion as well as the two services of Choral Evensong. Further details of Chapel services together with the Term Card and music list can be found on the College website at www.spc.ox.ac.uk/chapel.
The College Chapel is considerably larger than most purpose-built college chapels. It is widely renowned for its resonant acoustic and is much sought after as a flexible performing space, accommodating large-scale orchestral, choral and operatic performances without difficulty. It 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. The College also possesses a Chamber Organ, designed and built in 2012 by Nicholson’s, generously donated by former Chaplain the late Christopher Jones and given in honour of Caroline and John Barron (Master of St Peter’s, 1991-2003). It is a useful instrument for continuo work and the performance of a wide variety of early organ music. Further details of the organs may be found on the College website at www.spc.ox.ac.uk/choir-and-organ. The Chapel also contains a vintage Blüthner 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 large Music Room on the College main site.

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 in the Reformed tradition.

The Revd Dr Elizabeth Pitkethly is the College’s part-time Chaplain. Dr Pitkethly has a background in teaching and in 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 College website at www.spc.ox.ac.uk/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 the annual carol services. Additional services may also occur in 0th and 9th weeks, and there may also be 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. Works performed in recent years include Vivaldi Gloria, Fauré Requiem, Bruckner Mass No.2 in E minor, Vaughan Williams Flos Campi and An Oxford

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/choir-and-organ.

Music teaching and research at St Peter’s College
The post of Director of Music is 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 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.

Following the retirement of Dr Roger Allen as the College’s Fellow & Tutor in Music in September 2018, the College is now in the process of recruiting an Associate Professor in Popular Music (a joint appointment with the University’s Faculty of Music) who will be the College’s organising tutor in 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/course-list/music.

Detailed job description

Job Title: Director of Music

Responsible to: The Master

Salary: between £16,610 and £19,821 per annum
         (University of Oxford Grade 8 at 0.4 FTE)

Duties: the successful candidate will be expected:

1. To direct, administer and promote the music of the Chapel and other musical performances 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
5. To liaise with the Chaplain and Organ Scholars regarding the termly music list, and the musical programme each year. The music list should normally be available at least two weeks before the start of Full Term.
6. To work with the Master and Chaplain as appropriate regarding the planning and execution of music for Chapel services and College musical events.
7. To arrange visits and tours by the choir to sing elsewhere, both in the UK and abroad.
8. To participate fully in the annual University-wide Open Day for Choral and Organ Scholars held at the beginning of each Trinity Term.
9. 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.)
10. 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.
11. To work with the Chaplain, Organ Scholars and Choir members to promote the welfare of and recruitment to the choir.
12. To arrange and oversee the organisation and maintenance of the Chapel’s choral music library.
13. To promote and uphold the traditions and reputation of the choir and College.

The candidate will need to have a consistent presence in Oxford during term time and would normally be expected to reside nearby.

**Essential Selection Criteria**

The successful candidate will:
1. Be an experienced performing musician educated at least to 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 the ability to encourage and inspire involvement in college music in a variety of genres.
6. Have excellent communication and motivational skills as regards both directing the Choir in person and for performing the other duties of the post.
7. Have proven organisational, planning and administrative skills and experience.
8. Have IT and in particular word-processing skills sufficient to ensure efficient production of music lists and programmes and supply up-to-date material for the College and choir websites.
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. Be able to work flexible hours to allow for the variation in the level of duties across a full academic year.

**Desirable Selection Criteria**

The successful candidate will also preferably:

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12. Be an organist to at least ARCO standard or have equivalent keyboard skills.
13. Be resident within the Oxford area 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 (£40,792 to £48,677 per annum so between £16,317 and £19,471 per annum for a 0.4FTE 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 a shared office on the main College site where the Chapel is located and will have access to College computing facilities. Some administrative 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.

As this role includes some work with children and young people under 18 years old, the appointment is also conditional on the successful applicant undergoing an enhanced Disclosure and Barring Service (DBS) check which will be processed on appointment.

Applications
Candidates should send a letter of application, a CV and the names and contact details of two referees electronically to the HR Manager, St Peter’s College (email human.resources@spc.ox.ac.uk) by 12.00 noon (UK time) on Thursday 12 March 2020.
St Peter’s College is committed to a policy of safer recruitment for roles which involve contact with young people under the age of 18 years. Applicants should therefore ensure that they submit a full CV outlining all employment and activity since leaving school. Any gaps in employment / activity must be explained in the CV.

Candidates should ask their referees to write on their behalf to same email address 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, including reference to the safer recruitment aspect of the application. At least one of a candidate’s referees must be their most 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 two referees even if you do not wish them to be contacted yet.

Applicants are additionally asked to fill in the College’s Recruitment Monitoring Form and return it to the HR Manager. St Peter’s is an equal opportunities employer.

**Interview procedure**
It is expected that interviews and auditions with the Choir for shortlisted candidates will take place on **Thursday 23 April 2020**, possibly extending into the early evening. Candidates are asked to please keep this date free. Invitations to interview will be sent by the end of March 2020.

February 2020