



Hertford College  
UNIVERSITY OF OXFORD

## Director of Music Further Particulars

Job Title:	Director of Music
Hours:	50% FTE (18.75 hrs per week) averaged across the year, with a greater number of hours than average during term and fewer out of term time.
Salary:	£35,000 - £40,000 per annum pro-rata (depending upon experience)
Contract Type:	Permanent
Reporting to:	1) The Bursar, for general line management and administrative matters 2) The Chaplain, for Matters relating to Chapel Music 3) The Director of Studies in Music, for College music more generally

## Overview

Hertford College ("the one with the bridge") is a constituent college of the University of Oxford, and a registered charity, occupying a central site within the historic and vibrant heart of the city. Hertford is known for its friendly and inclusive values, dedicated to the principles of access and equity, and proud of its rich and progressive history. It was the first college to develop a coherent outreach strategy in the 1960s, and one of the first all-male colleges to admit women in 1974. Hertford is one of the larger Oxford colleges, with over 700 undergraduate and postgraduate students, and around 200 academic, teaching, administrative, domestic, and technical staff. Further information about the college is available at <http://www.hertford.ox.ac.uk>.

The Director of Music (DoM) will be responsible for shaping the musical life of the College through a varied programme of musical education, training and performance. She/he will foster College-wide relationships to develop the presence of music in College, playing a key role in both Chapel music and the activities of Hertford College Music Society (HCMS), as well as encouraging links with the wider community.

The Director of Music reports directly to the Chaplain, Revd Anthony Buckley, on chapel matters, and to Dr Oliver Chandler, Director of Studies in Music, on matters pertaining to HCMS and college music more generally.

## Extracurricular Music at Hertford

Hertford College has a vibrant and thriving musical life, contributing to an institutional atmosphere of academic excellence. Our commitment to diversity and inclusion is reflected in the choice and performance of repertoire, and in our attitude to student involvement in music making. The College has a large and enthusiastic chapel choir made up of College members, providing a high standard of music at the weekly service of College Evensong (at 17:45 on Sunday nights in term-time), with the accent on enjoyment and participation. Choral Evensong occasionally gives way to services of music and readings, and the celebration of Choral Eucharist. A smaller cohort of auditioned choral clerks are appointed post-admission and provide support for the vocal sections of the choir, as well as scope for Cathedral-standard chamber choir performances.

Hertford College Music Society is one of the most friendly and active student music societies in Oxford, with both an orchestra and a jazz band. The society organises a varied programme of concerts throughout the academic year, including termly concerts of the HCMS ensembles and weekly lunchtime recitals in the chapel during term, featuring a variety of invited and Hertford musicians.

## The Role

The successful candidate will oversee extracurricular and chapel music across the college, with specific responsibility for the provision of music for chapel services, including supervision of organ scholars and the choral contribution to worship; conducting and direction of the (non-auditioning) HCMS orchestra; and supporting the organisation of concerts, including termly HCMS concerts and weekly lunchtime recitals during term. The post-holder will provide strategic oversight for music within the college, and will be encouraged to promote the development of new initiatives to engage wider participation across the various constituencies within the college. Key responsibilities are outlined below.

### **Chapel:**

- Directing the chapel choir, with the assistance of the organ scholars. This involves planning the chapel music list in advance of each term, in consultation with the chaplain, and sourcing scores where necessary, as well as leading choir rehearsals (currently held on the Saturday immediately preceding the start of full term (0<sup>th</sup> week), Fridays and Sundays in weeks 1-7 of each term, and briefly before the weekday compline and Eucharist services), and helping to organise the annual choir tour.
- Overall responsibility for the recruitment, training, and retention of the choir, including auditioning and appointment of up to eight choral clerks at the beginning of each academic year.
- Selection and appointment of an organ scholar in two years out of three, through the University Organ Scholars scheme and in cooperation with the Chaplain and relevant academic staff and tutors. Participating as appropriate in the annual university-wide open day for organ scholar candidates held in early Trinity term (April/May).
- Supervision and tuition of the organ scholars, overseeing their development as accompanists of the choir and, where appropriate, as choral conductors. Providing appropriate feedback to the organ scholars and the Chaplain on the progress of the organ scholars.
- Meeting regularly with the Chaplain and Organ Scholars to plan forthcoming services and to offer constructive feedback on chapel music.
- Providing music for occasional additional chapel services, including weddings and memorial services, for which a fixed fee per service is payable, or finding an appropriate substitute if unavailable.

### **Extracurricular music more broadly:**

- Strategic oversight of extracurricular music at Hertford, including finding ways to involve undergraduates, graduates, and staff in music making.
- Supporting the HCMS committee and attending the annual freshers fair.
- Directing the HCMS orchestra, choosing repertoire in collaboration with the HCMS committee and student conductor (who is available to deputise for the DoM and is expected to conduct at least one piece in each concert with supporting tuition from the DoM), and organising the termly HCMS orchestra and jazz band concert.
- Programming and publicising the weekly lunchtime recitals, currently held on Wednesdays at 1pm during term, in collaboration with the HCMS committee.

- Reviewing and updating all literature relating to extracurricular music at Hertford, publicising college musical events to the wider college and to the public, providing an annual review of college music for the college magazine, and keeping appropriate records for the college archives.
- Occasionally providing music for gaudies and other college events in liaison with the Development Office.
- Acting as Senior Member of HCMS, which involves attendance at the HCMS annual general meeting, approving any changes to the HCMS constitution, and representing HCMS to the college's Governing Body (Board of Trustees) if and when required.
- Proposing and monitoring expenditure from the music fund.
- Completing the annual Performing Rights Society return.
- Running the college's instrument loans (we currently have a number of violins that can be loaned to students), arranging instrument repairs and maintenance for loan instruments and college-owned percussion and pianos where necessary, and purchasing new instruments as appropriate.

#### **Other duties**

The post-holder may be required to undertake other duties, where these are of a related nature, and they are equipped to do so, and to provide cover for colleagues in the event of absence

## **Person Specification**

#### **Essential Criteria**

- Musical ability and qualifications, including keyboard skills to facilitate choir training, and knowledge of chapel music.
- Conducting experience, ideally including choir training and choral conducting to a high level and some experience of conducting (non-auditioning) orchestral and/or instrumental groups.
- Excellent interpersonal and communication skills, with a proven ability to motivate, inspire, and mentor singers and musicians and to develop and maintain good working relationships with a broad range of staff, students, and external contacts.
- Good organisation and administration skills, including the ability to manage a budget and monitor costs.
- Good judgement in musical planning for a wide range of different needs, occasions and skills.
- Sympathy with the traditions and aims of the College and its chapel.
- A willingness to be flexible in managing the varying workload across the academic year

#### **Desirable criteria:**

- Experience of selection and supervision of organists, singers, and musicians in a collegiate environment or equivalent.
- Residence within easy commuting distance of Oxford during full term to facilitate involvement with the musical and social life of the College.
- Ability to play the organ to ARCO standard or above.

# Terms and Conditions

This is a permanent appointment. The role is 50% full-time equivalent (FTE), averaged across the year. The post holder may need to work in excess of 18.5 hours per week during term time to fulfil the obligations of the role, but hours of work during the College vacations are more flexible and will be agreed in advance with the Chaplain and Director of Studies in Music.

The salary will be £35,000 - £40,000 per annum pro-rata *depending on skills, qualifications and professional experience*. The post is eligible for membership of the USS pension scheme.

## Benefits:

**Annual leave:** The college offers an annual leave entitlement of 28 working days (five to be used for Christmas Closure), plus Bank Holidays, pro-rata for part-time employees. Bank holidays which fall within the full terms of the University of Oxford are normally worked, for which time off in lieu will be given. The holiday year runs from 1<sup>st</sup> October to 30<sup>th</sup> September.

Additional holiday days are awarded as longer services awards.

**Employee Benefits Platform:** Free access to thousands of discounts and savings via vouchers, reloadable cards, cashback and online voucher codes.

**SCR membership:** The postholder will be a member of the SCR, with associated dining rights.

**Pension:** The post is eligible for membership of the OSPS or USS Pension Scheme, further details can be found at <https://finance.admin.ox.ac.uk/pensions>.

**Health and Welfare Support:** Employee Assistance Programme. Free annual flu jab.

**Travel Pass Loan:** A discounted travel scheme is available with monthly deductions from salary.

**Cycle to Work Scheme / Bike Loan:** Monthly deductions from salary. On site cycle repair service at discounted rates.

**Sports Facilities:** Access to the University Sport club.

**University Card:** for discounts in shops, cafes and restaurants and University Leisure facilities.

Other staff benefits are outlined on the HR section of the college website:

<https://www.hertford.ox.ac.uk/and-more/vacancies>

The appointment is subject to a probationary period of twelve months. The college may initiate a DBS check during employment. You may also be required to submit to a medical assessment that is satisfactory to the College, a medical questionnaire will be provided if relevant to your employment.

## Application and Appointment Procedure

Those wishing to apply for the post should email the following documents to [hr@hertford.ox.ac.uk](mailto:hr@hertford.ox.ac.uk) by **noon Thursday 19<sup>th</sup> June 2025**:

1. CV (maximum three sides of A4)
2. A covering letter detailing how your experience, skills and qualifications meet the criteria for the post;
3. A completed Employment Application Form (available from [www.hertford.ox.ac.uk/about/vacancies](http://www.hertford.ox.ac.uk/about/vacancies)).

Applicants are also asked to complete and return an Equal Opportunities Monitoring Form (available from the college website [www.hertford.ox.ac.uk/about/vacancies](http://www.hertford.ox.ac.uk/about/vacancies)). The information collected on the Equal Opportunities Monitoring form does **not** form part of the selection process and will **not** be

circulated to the selection panel. It will be used solely to monitor the effectiveness of the college's equality policy. Completed forms should therefore be sent to [hr@hertford.ox.ac.uk](mailto:hr@hertford.ox.ac.uk) as a separate document, and not contained in the same string as the other application materials.

Candidates must be eligible to work in the UK, and the appointment will be subject to provision of proof of the right to work in the UK before employment commences. Regrettably, the college is not able to sponsor applicants for a UK Work visa for this post. EU/EEA & Swiss nationals must have Pre-Settled or Settled Status.

The position may be discussed further with the Dr Oliver Chandler, Director of Studies in Music [oliver.chandler@music.ox.ac.uk](mailto:oliver.chandler@music.ox.ac.uk) or the Chaplain, Revd Anthony Buckley [anthony.buckley@hertford.ox.ac.uk](mailto:anthony.buckley@hertford.ox.ac.uk)

In accordance with the General Data Protection Regulation (GDPR), we have implemented a privacy notice to inform you, as a prospective employee of our college, of the types of data we will process about you. We also include within this notice the reasons for processing your data, the lawful basis that permits us to process it, how long we keep your data for and your rights regarding your data. This Privacy Notice can be found on our website at this address: <https://www.hertford.ox.ac.uk/privacy>.

**Hertford College is an Equal Opportunities Employer**