



Hertford College
UNIVERSITY OF OXFORD

Director of Music Further Particulars

Job Title:	Director of Music (Maternity Cover)
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:	Temporary (maternity cover, 2026/27 academic year)
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 Interim Director of Music (IDoM) will be part of shaping the musical life of the College through a varied programme of musical education, training and performance. She/he will play a key role in both Chapel music and the activities of Hertford College Music Society (HCMS).

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, 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. A smaller cohort of auditioned choral clerks provide support for the vocal sections of the choir, and lead the music for a Thursday evening Compline or Eucharist service, which is conducted by the organ scholars.

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 evening 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 recitals during term. The post-holder will continue to fulfil the Director of Music's long-term vision 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 and choral clerk octet, 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 Tuesdays 5.30-7 and from 4pm before the 5.45pm Sunday Evensong service).
- Overall responsibility for the recruitment, training, and retention of the choir, including auditioning and appointment of any choral clerk vacancies should they arise.
- Supervision 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.

Extracurricular music more broadly:

- Directing the HCMS orchestra, choosing repertoire in collaboration with the HCMS committee, and supporting the committee to organise termly HCMS orchestra and jazz band concerts.
- Running the Hertford Conducting Programme, which offers termly tuition across three weekends per academic year to 18 students across the university. Organisation includes booking external tutors, coaching the students on the weekends, and general administration of the Programme.
- Programming and publicising the weekly recital series 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 HCMS committee meetings, 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 and knowledge of chapel music.
- Conducting experience, ideally including choir training and choral conducting to a high level and some experience of conducting 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 commuting distance of Oxford during full term to facilitate involvement with the musical and social life of the College.

Terms and Conditions

This is a temporary maternity cover appointment from September/October 2026 to approx. June 2027. 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 1st October to 30th 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 post holder will have ex officio associate membership of the SCR, with any bespoke additional rights as agreed from time to time.

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 six 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 by **9.00 am on Friday 14 August 2026:**

1. CV (maximum two 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).

Interviews will be held at Hertford College on **week commencing 31 August 2026**. Candidates should indicate their availability on this date in their covering letter.

Shortlisted applicants will be asked to submit a video recording of approximately 10 minutes demonstrating their conducting gesture and rehearsal technique. Invitations to interview will be issued on or before 24 August 2026. The deadline for submission of video recordings is 9.00 am on Friday 28 August 2026.

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). 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 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 Dr Oliver Chandler, Director of Studies in Music oliver.chandler@music.ox.ac.uk or the Chaplain, Revd Anthony Buckley 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