Keble College wishes to appoint a Director of Music (part-time 0.55 FTE) from 1 September 2020 following the resignation of Matthew Martin to take up the position of Precentor and Director of Music at Gonville and Caius College, Cambridge.

The College is committed to sustaining the outstanding levels of organ and choral music in the context of Chapel services which have been developed by the outgoing Director. There is also a significant role in promoting recitals and concerts by students and others in the Chapel and elsewhere in the College. The primary responsibility of the Director of Music is to direct and administer these activities.

Keble College

Keble College is one of Oxford’s thirty-nine self-governing and independent colleges. It was founded in 1870 in memory of the Revd John Keble by a group of Tractarian supporters who wished to memorialise his role in the renewal of the Church of England. The College is now one of the larger ones in Oxford, having about 850 students, divided pretty much equally between undergraduates and graduates. It has recently opened the H B Allen Centre for its graduate community. Its Governing Body has 53 Fellows and their teaching and research is complemented by a large number of College lecturers. The original buildings are striking, designed by the famous architect, William Butterfield. The Chapel is particularly splendid, Gothic in style and notable for its colourful tiles, mosaics and stained glass and for its very fine acoustic. In 2011 a new organ was installed which is an outstanding instrument, designed and built by the late Kenneth Tickell to enable the performance of a wide range of repertoire, both solo and choral.

Music in the Chapel

The Chapel offers worship in the liberal Catholic tradition. There are three main weekly services during the eight week full term: a Eucharist at 5.30pm on Sundays, an Evensong at 6.00pm on Wednesdays and Service of Compline at 9.00pm on Thursdays. There are occasional weddings as well as a small number of funerals and memorial services. There are also services for reunions and special services, such as the annual St Mark’s service at which founders and benefactors are commemorated. The Chapel is also regularly used for recitals and recordings. Musical events also take place from time to time in the College’s O’Reilly theatre, a specially designed music room and elsewhere.

The Chapel Choir has been developed to a very high standard of performance over the past four years under Matthew Martin’s direction. There are twenty-two choral award holders
and up to four post-graduate choral assistants who are semi-professional singers. What has been achieved can be observed in three recordings. *Ceremonial Oxford* (Music of William Hayes) was released in 2017 and was a collaboration between the Keble College Choir and the Instruments of Time and Truth. It was received to critical acclaim and featured on BBC Radio 3’s Record Review. The Choir has also collaborated with the Academy of Ancient Music on a recording of a Missa Regalis by the little-known eighteenth century composer, Francesco Valls. A recording of Christmas music has recently been completed which is to be released in 2020. The Choir has broadcast and/or recorded four Radio 3 Choral Evensongs since 2017. It also undertakes regular tours both abroad (to France in 2016, Hong Kong and Singapore in 2017 and Sweden in 2019 and has a concert planned in St Thomas 5th Avenue in New York in April 2020 to celebrate the College’s 150th anniversary) and in the UK (including as part of the Cheltenham Festival in 2018). The Choir is an integral part of College life, supported by the Chaplain and the Warden, and has the benefit of significant philanthropic support – not least for the Keble Early Music Festival and the music administrator (see below) - which supplements the financial contribution made by the College to the upkeep of the Chapel and its music.

The Director of Music undertakes the artistic direction of the Keble Early Music Festival, originally founded in 2014, which has become Oxford’s premier annual sequence of early music events and which takes place in February. Throughout the year the Chapel is also used as a venue for concerts and occasional recordings, including a significant programme of organ recitals which it falls to the Director of Music to organise. In dealing with these commitments and the Choir’s activities the Director has the assistance of a part-time music administrator whose post is funded philanthropically.

**Music in the College**

There is a wide range of other musical activity in the College, much but not all of it under the umbrella of the student-run Keble College Music Society which exists to encourage performance at all levels. The Warden and Director of Music are both involved with the Society which produces a termly programme. This includes a Warden’s recital given by members of the College and a range of other events. A music scholarship is awarded to an instrumental performer each year and the Director of Music oversees the auditioning programme.

The College takes two undergraduates each year to read Music, one of whom is likely to be among the two organ scholars. The current position is that the College has appointed a Director of Studies in Music to oversee the teaching of these students. Depending on the qualifications and experience of the person appointed to be Director of Music, it may be possible for that person to take on the Director of Studies role as well. In such circumstances the latter would be separately remunerated. In making the Director of Music appointment the focus will be on the ability of the appointee to sustain and develop the Choir and more general music-making in the College.
Detailed job description

Job Title: Director of Music

Responsible to the Warden and working in close collaboration with the Chaplain.

Salary: £27,046 per annum (FTE £49,175)

Duties of the post:

1. To direct the music for Chapel services and undertake the relevant rehearsals with the Choir.
2. To prepare all music lists for Chapel services on a termly basis and in a timely fashion in conjunction with the Chaplain and the organ scholars, and to ensure that the Music section of the College website is kept up to date with such lists and other information about musical activities in the College.
3. To participate in the organ and choral trials held every September and organised by the Faculty of Music to select one organ scholar per year and as many choral scholars as may be appropriate given the availability of choral awards. (The selection of the scholars is separate from the assessment of their academic applications and the Director of Music has no role in the latter process.)
4. To participate fully in the annual University-wide Open day for choral and organ scholars at the beginning of each Trinity Term and also to organise the annual Keble open day for prospective choral and organ candidates.
5. To recruit and audition other members of the Chapel Choir as necessary.
6. To maintain the College’s pastoral support for the choral and organ scholars and to foster good relations.
7. To oversee the singing lessons which are provided free for Choir members.
8. To undertake the artistic direction of the Keble Early Music Festival and, separately, to sustain a programme of organ recitals in the Chapel.
9. To develop choral and instrumental activity more generally in College in conjunction with the Keble College Music Society, including the annual selection of a music scholar from within the student community of the College.
10. To oversee the music budget of the Chapel and the Keble Early Music festival.
11. To oversee the Choir library and the appointment and work of the Choir librarians.
12. To arrange regular visits and tours by the Choir to sing elsewhere in the UK and abroad, organising a tour at least once every two years and working, as appropriate, with the Alumni and Development Office to ensure that philanthropic support for the Choir is maintained, and to be available for other ad hoc external engagements with the Choir as may be agreed.
13. To curate the Chapel organ in terms of access to it and all maintenance and tuning issues and to oversee the maintenance of the other College keyboard instruments.
14. To administer, in conjunction with the Chaplain, the bookings by external organisations to use the Chapel for musical purposes, including the musical arrangements for a small number of weddings held in the Chapel.

15. To act as line manager for the part-time music administrator.

16. To promote the traditions and reputation of the College and the Choir and to be actively engaged with the wider College community.

Essential Selection Criteria

The successful candidate must be:

1. Educated to at least graduate level and have significant experience as a performing musician.
2. An outstanding choral conductor with a successful track record as a choir trainer in the context of the Anglican choral tradition.
3. 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.
4. Experienced in working well with musically gifted people both in groups and individuals, inspiring them to high levels of achievement.
5. An organist with the ability to perform both as an accompanist and recitalist.
6. A proven, efficient and effective organiser of music in the context of worship and of musical events more generally in an institutional setting, including as an administrator of budgets.
7. Competent in the use of IT to undertake efficient and timely production of music lists and programmes of music.
8. A team player, sympathetic to the central academic mission of the 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.
9. Able to work flexibly to allow for the varying workload across the full academic year.

Desirable Selection Criterion

10. Resident within the Oxford area or within close commuting distance of Oxford during full term to facilitate involvement with the musical and social life of the College.

Optional Selection Criterion

11. Qualified to at least first degree level in music and with proven teaching experience at the appropriate level which is sufficient to undertake the role of Director of Studies/Tutor in Music.
Salary and Benefits

The salary, including holiday pay, is calculated on the basis of 55% of point 24 of the Keble College salary scale which is currently £49,175 (FTE) producing a figure of £27,046 for this part-time post. It is paid in equal monthly instalments across the year and is subject to annual review in line with the College scale. The annual leave allowance is 38 days pro rata (including eight public holidays), but there is an expectation that leave will be arranged to accommodate the pattern of duties required of the post-holder over the course of a year. In particular, it is expected that except in the most exceptional circumstances leave will be taken outside term-time. Where the post-holder is required to work on a public holiday leave will be granted in lieu. Working hours will need to be flexible to meet the duties of the post and will require evening and weekend working. The hours of work are expected to equate to 55% of a normal 37.5 hour week averaged across a full academic year. Any teaching commitment would be the subject of separate remuneration at the appropriate rate.

Other benefits include membership of the Senior Common Room and full dining rights when the College kitchen is open. There is optional membership of the Universities Superannuation Scheme and health insurance is available.

The Director will be provided with a small study on the main College site within easy access of the Chapel and will have access to College IT facilities. He or she will have the support of a part-time Music Administrator whose contract is for 450 hours across the whole year (approximately 0.25FTE).

Terms of appointment

This is a part-time appointment and may be held in conjunction with other posts outside the College provided that the obligations of any other appointments do not conflict with the requirements of the Director of Music.

This is a permanent appointment subject to a probationary period of one year. The appointee will be eligible to be elected a Fellow by Special Election at the end of that year. There is a notice period of three months on either side.

The appointment will be conditional on verification of the individual’s right to work in the UK for Keble College and subject to the receipt of references satisfactory to the College.

Applications

Candidates should send electronically a letter of application, addressed to the Warden (Sir Jonathan Phillips KCB), a CV and names and contact details of three referees to the Warden’s PA (trish.long@keble.ox.ac.uk) by 12.00 noon (UK time) on Thursday 6th February.
There is no application form. The College reserves the right to invite candidates to submit applications after the closing date.

Candidates should ask their referees to write on their behalf and send their references to the Warden’s PA by the closing date.

Candidates in their letters of application and referees in their letters of reference should address the candidate’s ability to meet the full range of the selection criteria mentioned above. At least one of the candidate’s referees should be a recent employer and at least one should be able to comment with significant knowledge of the candidate’s professional skills.

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

Applicants who wish approaches to a referee or referees to be made only if they are being called for interview or are in receipt of a conditional offer are asked to state this explicitly in their letter of application alongside their full contact details. In all cases three referees must be identified.

Applicants are also asked to fill in the Equal Opportunities Monitoring form and return it to the Human Resources Manager, Keble College, Oxford, OX1 3PG or electronically to marie.ruffle@keble.ox.ac.uk

Interview Procedure

It is expected that shortlisted candidates will be asked to undertake auditions with the Choir followed by interviews on Tuesday 10th March 2020 at Keble College. Candidates are asked to keep this date free.

The interview panel is likely to be the Warden, the Revd Nevsky Everett (the Chaplain), Professor Stephen Payne (Sub Warden and a Fellow of the Royal College of Organists), Dr Ali Rogers (Senior Tutor), Dr Michael Hawcroft, Dr Felix Leach and Dr Kazbi Soonawalla (Tutorial Fellows), assisted by Mr Benjamin Nicholas (Director of Music at Merton College).