



Music Administrator

c.£33-36k per annum (pro rata)

Fixed-term and part-time: 600 hours over two academic terms
(with the potential to renew thereafter on 450 hours/year)

2026 will mark the 150th anniversary of Keble Chapel. We are seeking an organised and efficient Music Administrator to support the choir during this landmark year.

2026 will be an exciting year for the choir as Keble Chapel celebrates its 150th anniversary, and we are looking for somebody to hit the ground running with classical music knowledge, excellent IT skills, and an ability to manage a varied, busy workload.

The post holder will assist in managing the choir's external engagements, including the Keble Early Music Festival, concerts, tours, and recordings. They will publicise the choir to the general public, promoters, and potential applicants for Choral and Organ Scholarships, and will ideally be skilled in digital content creation and promotion.

The successful candidate will communicate articulately with audiences across College and externally. The ability to read music from vocal or full scores, and/or proven experience as a singer or instrumentalist, is also essential for this role.

Please see the separate document for a full job description and person specification.

How to apply:

Please email a copy of your CV (maximum two sides of A4) to hr@keble.ox.ac.uk, together with a covering letter explaining how your skills and experience match the requirements of this vacancy.

Closing date: midnight on Monday 27 October 2025

The College is an equal opportunities employer