

Job Description

Job title:	Music Administrator
Reports to:	Director of Music
Contract:	Fixed-term and part-time (600 hours for two academic terms) to support the 150 th anniversary of Keble Chapel, with the possibility of a contract renewal on reduced hours (450/year) thereafter
Grade:	Keble Grade 3

Music at Keble

2026 will mark the 150th anniversary of Keble Chapel. This landmark provides an opportunity to maximise Keble's musical output whilst campaigning for music-related endowment and giving.

Musical activity at the College can be divided into three main sections:

1. Chapel Music and the College Choir;
2. The Music Society (KCMS);
3. The Keble Early Music Festival (KEMF)

The Chapel choir consists of c.26 singers, made up of around 19 Choral Scholars and 7 Graduate Choral Assistants. Most Choral Scholars are Keble undergraduates, though a number of undergraduate and graduate scholars attend other colleges. The choir sings three times per week during Full Term (Tuesday Evensong, Thursday Full Rehearsal and Compline, and Sunday Eucharist) and undertakes foreign tours (2024 Umbria; 2025 Hong Kong, Macau, Singapore; 2026 USA), concerts within the UK, broadcasts, and recordings. Intermittent internal events include memorial services, weddings, and concerts.

The Chapel houses one of the finest organs in the UK (IV/48 – Tickell/Ruffatti) and we run a termly organ recital series plus occasional special recitals. In addition, the annual Keble Early Music Festival (normally sixth week of Hilary Term) has become a significant part of both the College's musical life, and the wider University and local community. Due to its favourable acoustics and excellent organ, the College Chapel is also in high demand by external groups as a venue for concerts and recordings.

The role

The part-time Music Administrator will provide administrative support for the choir in its activities within the College (choral services and concerts), and assist in managing the external engagements of the choir, including the Keble Early Music Festival, concerts, tours and recordings. The post holder will also publicise the choir to the general public, promoters, and potential applicants for Choral and Organ Scholarships.

Key responsibilities

To assist the Director of Music in various regular administrative tasks as necessary. These include helping with:

- *the production and distribution of the termly music list*
- *the organisation and planning of international tours/recordings*
- *developing the choir's profile and professional engagements*
- *publicising the choir's events and activities via social media, mailouts, etc.*
- *promoting the choir to music festivals (UK and international) and other promoters*

- *liaising with recording companies and managing the practical arrangements associated with recording sessions and live broadcasts*
- *producing and ordering of choir printed music for services, tours, and recordings*
- *assisting with the upkeep of the music pages on the College website*
- *coordinating the Chapel and Music Room diaries and liaising with external groups regarding Chapel bookings (through the Conference Office)*
- *assisting in the coordination of various aspects of the Keble Early Music Festival*
- *assisting with organisation and promotion of the weekly organ recital series and liaising with recitalists*
- *assisting on Music Open Days and in general choir promotion and recruitment*
- *invoice coding and internal financial arrangements for scholars and GCAs*
- *completion of college's annual PRS licence*
- *arranging alumni music events, and related communications*
- *ensuring that the organ and College pianos are tuned*
- *attendance at termly Health & Safety Committee*
- *assisting in recruitment of Graduate Choral Assistants*
- *overseeing allocation, maintenance and dry-cleaning of choir robes*
- *other tasks may be required from time to time for the efficient administration and support of the Director of Music and choir*

PERSON SPECIFICATION

Essential:

- A working understanding of the classical music industry
- Good interpersonal and communication skills, with an ability to converse with a range of people across the College and wider audiences
- Intermediate computer skills including the MS Office Suite (particularly Word and Excel)
- Experience of publicising through websites and social media
- The ability to read music from vocal or full scores, and/or proven experience as a singer or instrumentalist
- Excellent organisational skills, with the ability to prioritise and manage diverse work streams such as the administrative responsibilities involved in a music festival, choir tour, choir recording, or concert event

Desirable:

- Educated to degree level and/or equivalent experience
- Experience of music management and/or promotion
- Experience of either the management of or singing within a choir
- Ability to use software such as InDesign and Sibelius
- Practical experience in the creation and design of promotional material
- Vision and creativity in supervising and executing larger tasks with multiple variables, e.g., the organisation of a choir tour

Authorised: Director of Music

Date: October 2025