



Music Administrator

Part-time (18 hours/week)
Permanent | £16,387 per annum

(£33k full-time equivalent)

Following the success of Keble Chapel's 150th anniversary, and associated increase in musical activity, we are now looking to build upon the tremendous work already achieved in developing the musical life of our college and its choir.

The successful candidate will possess outstanding administrative abilities and strong communication skills. They will have an interest in classical music, excellent IT skills, and an ability to manage a varied and busy workload. Ideally, you will also be skilled in digital content creation and promotion.

There may be occasional need to work evenings or weekends, which will be agreed in advance and for which time off will be given in lieu. A reasonable degree of flexibility is required in order to carry out the duties of the role.

Summary of duties include:

- Administrative support for the choir's regular pattern of work in college
- Managing the choir's external engagements, including the Keble Early Music Festival, concerts, tours, and recordings
- Leading on all aspects of choir publicity, including social media, print publicity, and choir recruitment

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 pages) to hr@keble.ox.ac.uk, together with a brief (1-2 sides) covering letter explaining how your skills and experience match the requirements of this vacancy.

Closing date: midnight on Sunday 19th July 2026

The College is an equal opportunities employer