

JOB DESCRIPTION

Job Title:	Choir Administrator
Department:	Chapel and Music
Reports to:	Head of the Chapel and Music Office

Purpose of role:

To administrate the Choir and its activities, supporting the Director of Music and the Head of the Chapel and Music Office. The main responsibilities of the role are to manage the audio-visual recording and broadcast equipment in Chapel; to be the first point of contact for Choir members with queries; to manage the Choir library creating new editions as required; to set up for, and be in attendance at all Choir activities; to manage the Choir's social media channels; to organise individual singing lessons.

Key accountabilities:

- Live vision mixing of the Choir's services on YouTube; post-production editing of audio and uploading to the Choir website; editing of individual videos for YouTube. Providing audio-visual support for other users of Chapel e.g. the College Music Society.
- Be the first point of contact for Choir members with queries and providing assistance with any problems or concerns, practical or pastoral; to communicate information to Choir members e.g. scheduling and other logistical information; looking after prospective students visiting College.
- Maintain the Choir library, placing orders for new music and printing copies to ensure that the members of the Choir and the Director of Music have everything they need.
- Set up for Choir rehearsals, including staging, lighting and music; being at all Choir rehearsals, services, concerts and recording sessions providing assistance to the Director of Music and Choir members. Organising other equipment as required e.g. music stands, clip-on lights, folders.
- Manage the Choir's social media channels creating regular and engaging content, e.g. Facebook posts for Evensongs and other events, and for general marketing of the Choir and its music.
- Timetable individual singing lessons for Choir members each week during term, working around academic and other commitments; dealing with queries from the singing teachers.
- Preparation of the logistics for the start of academic year and the arrival of new Choir members; e.g. creating a stalls plan, assigning music box numbers and cassocks; dealing with queries from new Choir members before they arrive; welcoming them to Choir and helping them to settle in.
- Provide logistical assistance for concerts and recordings around the UK and international tours.

The College reserves the right to make reasonable changes to the duties and requirements in the job description, which may be necessary to meet the changing needs of the role or to reflect the latest technology or best practice.

PERSON SPECIFICATION

Experience

- Strong musical background with experience of church music
- Experience of audio-visual equipment and webcasting
- Experience of website management and using social media
- Experience of working with databases
- Experience of music editing

Skills

- Excellent IT skills and experience of using Microsoft Office applications
- Excellent language skills, both verbal and written
- High level of attention to detail
- Ability to work on own initiative and manage time effectively
- Ability to work under pressure to tight deadlines

Qualifications

A good general education

Additional requirements

The role requires regular evening and weekend work both in College and at external venues when the Choir is travelling.

EMPLOYMENT DETAILS

Rate of Pay:	£26,000 - £27,300 per annum.
Hours:	Nominal hours for the department are 36.25 hours per week. The role requires regular evening and weekend work both in College (e.g. webcasting Evensong on Tuesday, Thursday and Sunday during Full Term) and at external venues when the Choir is travelling. The exact working hours are variable, with time off given such that the average time worked per week is 36.25 hours.
Holiday:	25 working days plus 8 public holidays.
Probationary period:	6 months.
Meals:	Free lunch is provided for staff whose duties cover this period when working in College.
Pension Scheme:	A pension scheme, which complies with the requirements of the Occupational and Personal Pension Schemes Regulations for auto-enrolment, will be available after three month's service. All staff will become members unless they choose to opt out.
Private Health Care:	Membership of a free health care and a dental care scheme are available. Staff are able to join the schemes after successful completion of their probationary period, subject to eligibility.
Employee Assistance	The Employee Assistance Programme is a free and confidential telephone and web based information and support service providing staff with access to caring and professional consultants and counsellors.
Cycle to work Scheme	Tax-free benefit allowing you to spread the cost of a new bike, including either a pedal bike or an e-bike, and equipment for it, over 12 months, up to a maximum value of £6,000.
Gym:	Membership of the College gym is available for a modest fee. Inductions are compulsory.
Sports & Social Club:	The Trinity College Staff Sports and Social Club, run by a committee of staff who organise events and outings.
Access to College:	The College is unable to provide parking on site for its entire staff. Access to and parking in the City Centre is becoming increasingly difficult. The City Council has provided several Park and Ride sites around the city outskirts, with regular bus services. A number of members of staff cycle to work, and the College may be able to provide covered cycle parking.