



## **Information for the role of Director of College and Chapel Music**

### **About Downing College**

Founded in 1800, Downing College is one of the constituent Colleges of the University of Cambridge. The College's mission is to provide a world-class education to undergraduate and postgraduate students, whatever their means or social background. The College prides itself on ensuring that its students develop their academic ability and personal potential during their time in Cambridge, with exceptional pastoral support and encouragement to engage in a wide range of activities outside their academic studies.

The College is composed of, nearly 1,000 students, 53 Fellows and 160 non-academic staff. We pride ourselves on being a friendly and informal community for Fellows, staff and students alike.

### **Music in Downing College**

The College has excellent facilities for the arts, and has been enthusiastically raising the profile of its cultural life in recent years, with a particular focus on encouraging participation in the creative arts. The Howard Theatre opened in 2010, and the Heong Art Gallery in 2016. The Chapel, which has a delightful acoustic for music, was refurbished in 2014, when a superb new 17-stop organ by Kenneth Tickell was installed. There are grand pianos in the Theatre, the Music Room, and the dining room of the Master's Lodge, all of which provide very congenial settings for recitals. The Music Centre, which opened in 2018, contains two music practice rooms and a study for the Director. The College has an active Music Society, which organises recitals, concerts and performances during each term, and a Chapel Choir consisting mainly of students which sings for services once or twice a week.

### **This appointment**

We are seeking to appoint an experienced musician to fill the role of Director of College and Chapel Music.

The Director will be provided with a study in our Music Centre, with a piano, and will be given high table dining rights as a Bye-Fellow. We seek to appoint someone who will enjoy being involved in the daily life of this academic community. Remuneration will be provided on a 0.5 FTE basis at c. £20,866 per annum (half of step 46 of the University Salary Scale, which is currently £41,732). It is envisaged that the hours involved will be distributed flexibly, so that the Director can participate in a variety of different activities at different times of the week. The appointment is for five years, commencing on 1 September 2024. The Director will be responsible to the Dean of Chapel. It is expected that the hours involved will be greater during Full Term than they are outside of it. The successful candidate may also wish to use the College study as a base for their own other work.

In addition to the salary, we offer an attractive benefits package including:

- 33 days' holiday (including bank holidays) to be taken outside of term-time
- USS Pension scheme
- Employee Assistance programme
- Healthcare Cash scheme (e.g. for prescriptions, dental, optical, physiotherapy)
- Subsidised private medical and dental schemes
- Cycle Scheme
- Free use of on-site Gym facilities
- Free on-site car parking

A full list of benefits is available from the College's HR Office. (Please note that these benefits are non-contractual and may be amended or withdrawn at the College's discretion).

This is a wide-ranging role, and the main areas of responsibility are described in the Job Description included below.

### **Applications process**

Applicants are asked to send a letter of application with a CV to [hr@dow.cam.ac.uk](mailto:hr@dow.cam.ac.uk)

The closing date is **31 March 2024**.

Candidates should provide the names and contact details of two expert referees, who will be contacted in the event of shortlisting.

Interviews for shortlisted candidates will be held the afternoon of Tuesday 16 April 2024.

Please note that the successful candidate will be required to undertake an Enhanced DBS check.

**We are pleased to be able offer this document in an accessible format, please contact HR ([hr@dow.cam.ac.uk](mailto:hr@dow.cam.ac.uk)) if you wish to receive this advert and role profile or an application form in a different, accessible format, e.g. large print.**

All applicants will be contacted once shortlisting has taken place.



## ROLE DESCRIPTION

### (DIRECTOR OF COLLEGE AND CHAPEL MUSIC)

#### JOB TITLE: DIRECTOR OF COLLEGE AND CHAPEL MUSIC

**Purpose of job:** Act as the catalyst, leader, guide, and inspiration for engagement in and enjoyment of music in Downing College, especially as regards music in the College Chapel.

**Responsible to:** The Dean of Chapel

#### **Duties:**

##### *1) College Music*

The Director will act as the catalyst, leader, guide, and inspiration for the growth of College music. The Director will seek to work with colleagues in other areas of the arts (including drama, art and creative writing) to develop a shared strategy for the arts in Downing and to support each other's activities.

The Director will be the Senior Treasurer of the Downing College Music Society, including the Jazz Band. Those duties include:

- Guidance and mentoring for the students on the Music Society committee, including the leaders of the Jazz Band.
- Fostering an inclusive spirit, supporting diversity.
- Ensuring the appointment of a suitable new committee every Easter term.
- Ensuring compliance with legal obligations.
- Maintaining budget responsibility and approving expenditure. Guiding the annual submission of a funding request to the Downing College Amalgamation Club.
- Supporting the planning of programmes of music, and ensuring that they are well publicised.

The Director will hold an event early in the Michaelmas Term to welcome students who are interested in musical performance and to share ideas for musical activities. Other social events during the year should also be organised, and an entertainment allowance is provided.

The Director will oversee the work of the College Office in arranging for the tuning and maintenance of pianos. This includes the provision of pianos for music students and organ scholars.

The Director will look for opportunities to use music to draw the whole community together and to encourage participation by staff and Fellows, including the development of a choir for staff and Fellows.

The Director will lead the way in organising ensembles of Downing musicians to perform at alumni events.

The Director will oversee the use of music practice facilities by students, including the Music Centre, and will seek to sort out any problems with booking systems. The Director will work with the Conference Office and the Porters to arrange appropriate access, as far as possible, to the pianos in the Howard Building and the Music Room in the West Lodge.

## **2) *Chapel Music***

The College aims always to have two Organ Scholars, who are either undergraduate or postgraduate students, who play the organ in services and are trained to conduct the Choir. The Director may share in these tasks, especially conducting and teaching the Choir when needed, but the main aim is to train and support the Organ Scholars.

The Director will work with the Organ Scholar(s) and the Dean of Chapel to plan appropriate music for Chapel services.

The Director will arrange singing lessons for the Choir from one or more visiting teachers.

The Director will arrange lessons in conducting and organ playing as needed.

The Director will make arrangements for the tuning and maintenance of the organ.

The Director will work with the Organ Scholar(s) to recruit and audition new members of the Choir, giving priority to members of Downing where possible. Membership of the Choir is overseen by the Dean of Chapel.

The Director will represent Downing in the university processes for the appointment of Organ Scholars and Choral Scholars, as well as being in contact with potential applicants, schools and teachers.

The Director will work with the Organ Scholar(s), Chaplain and the Communications Manager to publicise events and to increase the Choir's presence on social media.

The Director will plan and lead the annual overseas Choir tour, and one or two visits a year to sing in English cathedrals. The Director's own place on the tour will be fully funded by the College.

## **3) *Outreach***

Music can play an important role in widening the College's outreach activities, but this aspect of the Director's work has focussed so far mostly on potential organ scholars. The new Director's own initiative, networking skills and creativity will be highly valued here, and a significant investment of time is needed. Activities could include visits to schools, open days, concerts, special services and summer schools in the College. This outreach will be carried out in partnership with the work of the School and College Liaison Officer and may connect with initiatives undertaken by other colleges in relation to Choral and Organ Awards.

**PERSON SPECIFICATION: DIRECTOR OF COLLEGE AND CHAPEL MUSIC**

Type	Minimum Requirement	Method of Assessment	Essential or desirable
Qualification	Educated to at least graduate level	Application and Interview	Essential
Experience	<p>Substantial experience as a performing Musician</p> <p>Experience in organising concerts and recitals, promoting events to wider audiences.</p> <p>Experience in performing and directing choral music, including sacred choral music.</p> <p>Ability to play the organ.</p> <p>Experience in a similar role and environment.</p>	Application and Interview	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p>
Knowledge	Understanding of budget responsibility and approving expenditure, to support funding requests to college committees.	Application and Interview	Essential
Skills	IT literate, particularly Microsoft word.	Application and Interview	Essential
Personal Qualities	<p>Flexible approach to work hours, and be able to work evenings and weekends.</p> <p>Excellent communication, both verbal and written.</p> <p>Able to work independently using initiative but also collaboratively with members of the college community.</p> <p>Passion for music, inspiring growth and showing leadership</p>	Application and Interview	Essential