



The Sanders Director of Music

Job Title:	The Sanders Director of Music
Hours:	1 day per week in termtime, with occasional vacation duties – e.g. Alumni carol service (annual alumni dinner (September)). Equivalent of 0.2 FTE
Salary:	£9,670 per annum
Contract type:	The Principal – Overall Responsibility. Liaising and collaborating with the Chaplain re: music in Chapel

[Overview of the Post](#)

Harris Manchester College, Oxford, is seeking a part-time talented, dynamic, and collaborative Director of Music.

We are seeking someone who will:

- Work collaboratively with our College Chaplain to provide music for Wednesday evening chapel services, with an understanding of the ways that choral music, choral singing and other forms of music-making can enhance life for people of all faiths or none – but without being tied to any prescribed liturgical forms. Our College was founded for those who could not accept the dogma of any denomination, and our Chapel continues in that radical tradition.
- Foster and support community music-making of all kinds in College as a mentor and advocate, including offering occasional singing lessons to those in the choir and others engaged in music making in college.
- Curate an occasional programme of events and concerts to showcase college music (and very occasionally curate third party concerts).

There is no occupational requirement for the postholder to be a Christian. However, given the responsibilities of the role, proven experience in the choral tradition, or related experience that would enable them to flourish in that tradition in its widest sense, is essential.

Harris Manchester College

Harris Manchester is a college of the University of Oxford, with a radical tradition which continues in the present day. Originally founded in 1786 in Manchester as a dissenting academy, it came to Oxford in 1889 and became a college of the University in 1996, changing its name from Manchester College to Harris Manchester College. From the start, the College was distinctive in offering higher education to those who were excluded from the established English universities (at that time restricted to Anglicans) or other dissenting academies (often restricted to members of a particular denomination). Women were admitted from 1876, with the result that it was uniquely coeducational on its arrival in Oxford.

The College continues its tradition of radical inclusion today through a unique mission: it is the only college in the University of Oxford dedicated exclusively to admitting and supporting mature students (aged 21 years or over) at both undergraduate and postgraduate level.

The College is committed to breaking down the barrier of age in higher education. It provides a friendly, welcoming atmosphere and inclusive ethos, and pursues the highest standard of academic teaching, learning, and research in an environment which is fully supportive of Fellows, staff and students

There are approximately 250 under-graduate and postgraduate students altogether, studying a wide range of subjects in the Humanities, Social Sciences, Engineering and Medical Sciences.

Like all colleges of the University, Harris Manchester is independent and self-governing under a Royal Charter. The Governing Body comprises the Principal and a number of Fellows, most of whom hold academic posts in the College or University.

Colleges of the University:

- select and admit undergraduate students, for whose tutorial teaching they are responsible, and select postgraduate students after they are admitted by the University;
- provide accommodation, meals, common rooms, libraries, sports and social facilities, and pastoral care for their students;
- employ academic postholders (often in a joint arrangement with the University) to undertake research and teaching;
- manage their own finances, estates and staffing operations as independent charities, while working in close collaboration with other colleges and the University.

This is an exciting time to join the College, which is currently updating its medium-term strategy, having reviewed, and refined its goals and aspirations

The new Clerk of Works will have an opportunity to make a real difference to the College's immediate and long-term development and success.

For further information on Harris Manchester, please visit the College website at <http://www.hmc.ox.ac.uk>.

Key Responsibilities & Duties

The primary duties of the Director of Music are:

- Directing a volunteer college choir, made up of students, fellows and staff, primarily to sing at chapel services on Wednesday evenings in term time (Weeks 1-8), and thereby supporting the worship of the chapel through music. The Director of Music will work collaboratively with the College Chaplain (who has overall responsibility for services) and organ scholar on arrangements for worship
- Providing music for special College and University occasions (such as the alumni carol service, annual Charter Dinner, and pre-Gaudy evensong/grace at the annual Gaudy dinner) which may take place out of term-time.
- Co-ordinating an occasional programme (at least one event per term) of concerts by musicians from within the College, to foster musicmaking in College. This may be undertaken in conjunction with the College Chaplain.
- Creating and fostering other opportunities for members of the college to engage in the making and appreciation of music within the College.
- Offering occasional singing lessons for those in the choir, or others engaged in music making in College.
- Appointing and managing an organ scholar who will play at Wednesday evening college chapel services in termtime, at special services, and at the Unitarian services in chapel on Sunday mornings throughout the year.
- Overseeing the care of the College's organs and pianos.
- Assisting the Chaplain in securing organists for weddings and funerals if the organ scholar is unavailable.

Other

- Always maintain strict confidentiality where required.
- Always act in the best interests of the College.
- Any other duties as may reasonably be required, consistent with the grade of the post.

Selection Criteria

Essential

1. Proven experience of an open-minded and inclusive enthusiasm for music and music-making in all its forms.
2. A commitment to working collaboratively with the College Chaplain to provide excellent liturgy and the ability to choose repertoire that reflects the diversity of the College community and the inclusive nature of the Chapel.
3. Excellent interpersonal skills, with an ability to command the respect of diverse colleagues and stakeholders.
4. A good appreciation of student life and a willingness to work with the students, staff and fellows of our College, which strives to be a non-hierarchical, friendly place, including all in its activities.
5. A high level of personal and professional skills, including strong communication skills, flexibility, and the ability to encourage and motivate others.
6. Commitment to the College's core values of excellence, the pursuit of knowledge an understanding, fairness, openness, inclusivity, equality and community.

Desirable

1. Experience of working in educational settings.
2. Experience in organising concerts and musical events.

Benefits

- Free lunchtime meal when on duty, and when the kitchen is open.
- Pension: You will have the option of joining a contributory staff pension scheme (Pensions Trust)
- Annual leave: 6 days pa excluding bank holidays, normally to include the days when the College is closed at Christmas and Easter. The remainder to be taken at a mutually agreed time, but normally outside of term time.

How to Apply

If you would like to apply, please submit a cover letter, stating why you are interested in, and suitable for, this role and a CV to hr@hmc.ox.ac.uk.

All applications must be received by 12 noon UK time on **Friday 26th July 2024**.

Interviews will take place **online on Wednesday 31st July or Thursday 1st August.**

Pre-employment Screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity and details of two nominated referees.

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the College's data protection policy here: [Harris Manchester College Data Protection Policy](#).

Equal Opportunities

Harris Manchester College is an Equal Opportunities Employer. Conduct against fellow employees and College members which is offensive, or detrimental to them on grounds of age, colour, disability, ethnic origin, marital status, nationality, national origin, parental status, race, religion or belief, gender, or sexual orientation will not be tolerated.

Right to work in the UK

The appointment will be subject to the satisfactory completion of provision of proof of the right to work in the UK.