



Job title	Choir Administrator
Department	Choir
Grade	5
Reports to	Fellow Organist/Director of Music
Coordination with	All parts of the College (Fellows, staff and students)
Location	The Queen's College, Oxford

The Queen's College

Founded in 1341, Queen's is one of the oldest Colleges of Oxford University. It is conveniently situated on Oxford's High Street, with beautiful buildings and a friendly community. It currently has about 330 undergraduates, 160 graduates, 40 Fellows on its Governing Body and 150 support staff. Further information on the College can be found on its website at www.queens.ox.ac.uk.

The Choir

Queen's Choir was recently hailed as 'an undoubted jewel in Britain's choral scene' by *BBC Music Magazine* and the Director Owen Rees's interpretations of choral music have been described as 'revelatory and even visionary' (*BBC Music Magazine*). The mixed-voice choir consists of thirty-three singers, including some twenty Choral Scholars who are students of the College, graduate Choral Scholars, Choral Exhibitioners from other colleges, and professional Lay Clerks. Its extensive concert schedule involves appearances across the UK and abroad, including work with such professional ensembles as the Academy of Ancient Music, Britten Sinfonia, and Oxford Philharmonic Orchestra. It regularly tours abroad, and recent concert tours have included California, Taiwan, China, Sri Lanka, Italy, Sardinia, Portugal, Spain, France, the Low Countries, Germany, and Sweden. Queen's choir's CD releases are on the Signum Classics label. The most recent release – *The Crown of Life*, of 20th-century English sacred works, including several première recordings – was described as 'glorious music-making from start to finish' in *Gramophone*. Among the choir's previous releases, *That Sweet City* (with the Britten Sinfonia) was *Critics' Choice* in *Gramophone*; *Dixit Dominus* was awarded 5 stars by *Choir and Organ*; *Carols from Queen's* enjoyed nine weeks in the Specialist Classical Charts, was 'Drive Featured Album of the Week' on Classic FM, and was a *Telegraph* Christmas pick; *A New Heaven* and *The House of the Mind* both went straight to no. 1 in the Specialist Classical Chart in their first week of sales; and *Taverner: Missa Gloria tibi trinitas* received a *Diapason d'or*. The choir's live concert recording of Handel's *Messiah* with the Academy of Ancient Music has reached two and a half million views on YouTube, and the choir is about to release its live concert recordings of further works by Handel and Vivaldi with the Academy of Ancient Music. Queen's Choir has also recorded for film at the famous Abbey Road Studios, and appears on the Grammy-nominated soundtrack of the Warner-Brothers film *Harry Potter and the Half-Blood Prince*. The choir broadcasts regularly on BBC Radio. Its wide-ranging repertory includes a rich array of music from Renaissance and Baroque masterpieces to contemporary works, including regular commissions. The College recently received a landmark gift of £6.3 million to support music in the college, greatly expanding the choir's capacity to undertake ambitious and exciting projects.



For further details about the Choir, see www.queenschoir.com.

Purpose of the Role

The Choir Administrator provides administrative support for the choir in its activities within the College (choral services and concerts), manages the external engagements of the choir, including (but not limited to) concerts, tours and recordings, and publicises the choir to the public, promoters and potential applicants for Choral and Organ Scholarships.

Main Duties

- To be the main point of contact for all administrative matters relating to the choir
- To have responsibility for all practical arrangements of concerts and tours, including travel and accommodation bookings
- To manage the practical arrangements associated with recording sessions and broadcasts, and to liaise with recording companies and broadcasters
- To assist the Director of Music in the planning of future engagements including concerts, tours and recordings
- To manage (in consultation with the Director of Music) the development of the choir's profile and professional engagements
- To promote the choir to music festivals (UK and international) and other promoters
- To publicise the choir's events and activities via social media (in conjunction with the choir's social media officer), mailouts, and any other necessary means
- To maintain the choir's website
- To promote the choir to potential applicants for Choral and Organ Scholarships, and to be actively involved in choir recruitment, including overseeing arrangements for the regular choral-scholarship taster days, the annual Choral and Organ Scholarships open day, and visiting choirs
- To assist with the administration of the annual Choral and Organ Scholarship auditions
- To manage the livestreaming of choral services in chapel, overseeing the team of livestream operators and – as necessary – operating the livestream equipment personally.
- To provide full administrative support for all choral services in chapel and the running of chapel music
- To provide full administrative support for the organ recital series, and to undertake or oversee the livestreaming of recitals
- To provide administrative support for the Queen's Choir Association, including its annual reunion day in College.

Other tasks may be required from time to time for the efficient administration and support of the Director of Music and Choir.

The Choir Administrator will be responsible to the Director of Music.

Person Specification



<u>Qualifications, Experience and Knowledge</u>	Essential	Desirable
Education to degree level or equivalent	X	
Knowledge of the classical music industry	X	
Excellent administrative and organisational skills	X	
Excellent interpersonal skills	X	
Good computer skills including Word and Excel	X	
The ability to read music	X	
The ability to be trained in the use of livestreaming equipment	X	
Experience of music management/promotion		X
Experience of web/social media promotion		X
Choral experience		X
Experience of web editing		X
Experience using Adobe Creative Suite (particularly InDesign and Photoshop)		X

Salary and Benefits

This is a full-time post of 37.5 hours a week, with a salary paid at the College's Grade 5 of £33,163–£38,393 (which incorporates discretionary Queen's College weighting).

Hours of Work

37.5 hours per week. There may be occasional need to work evenings or weekends, which will be agreed in advance; in such cases either time off will be given in lieu or overtime will be paid as agreed. A reasonable degree of flexibility is required in order to carry out the duties of the role.

Probationary and notice periods

There is an initial probationary period of three months at the start of the employment. The appointment may be terminated by either side giving one week's written notice during the probationary period, and one month thereafter.

Appointment

The appointment will be conditional on verification of the successful candidate's entitlement to work in the United Kingdom, acceptable references, proof of qualifications, and the satisfactory completion of a medical questionnaire.



Referees may be contacted before appointment is made.

Benefits include:

- Membership of a contributory pension scheme (OSPS).
- Holiday entitlement of 38 days per annum (1 January to 31 December) including Bank Holidays / Public Holidays. There is a requirement to use some annual holiday entitlement for the College's Christmas closure period. Towards the end of the holiday year College offers to 'buy back' up to 5 days of unused holiday.
- The following Occupational Sick Pay is provided:
 - 1 week full pay during probation
 - 8 weeks full pay during the balance of the first year
- One meal will be provided free of charge, to be taken either during an unpaid meal break during working hours, or at either end of a shift in the employee's own time.
- Use of the College gym
- Membership of the University Club
- Discounted bus pass purchase scheme, a rail purchase scheme, and a cycle to work scheme

HOW TO APPLY

Applications should be sent to owen.rees@queens.ox.ac.uk.

In your application you should state why you are interested in the post and how your qualifications and experience match our essential and desired requirements. Please provide the names and contact details of two referees who can speak to your suitability for this role.

Any enquiries about the application process should be emailed to owen.rees@queens.ox.ac.uk. If you would like to discuss the role, please contact the current Choir Administrator, Sam Teague, choir@queens.ox.ac.uk.

The closing date for the receipt of applications is 11.59 pm on Monday 6 July 2026.

Late or incomplete applications will not be accepted.

We aim to hold interviews during the week commencing **13 July 2026**.

Data protection

All data supplied by applicants will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the General Data Protection Regulation 2018.

Privacy Policy

The College Privacy Policy can be viewed here:

<https://www.queens.ox.ac.uk/wp-content/uploads/2022/10/Applicants-for-office.pdf>

All data supplied during the application process will be processed and stored in accordance with this policy.



Diversity and Equal Opportunity at Queen's College

The Queen's College is an equal opportunities employer and a living wage employer.

Entry into employment with the College and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Applications are particularly welcome from underrepresented groups. We are committed to the principles of equal opportunities and respect for individuals in creating and maintaining an inclusive environment that represents a variety of backgrounds, perspectives, and skills. We value and celebrate diversity and feel that is critical to achieving our strategic aims and long-term success. The more inclusive we are, the better our work will be.

The College also shares the University's commitment 'to fostering an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all its staff and students are respected'. The University's full policy is available at <https://edu.admin.ox.ac.uk/equality-policy>

The College invites all applicants to familiarise themselves with its equal opportunities policy, available at <https://www.queens.ox.ac.uk/wp-content/uploads/2022/11/Equal-Opportunities-Policy-May-2020.pdf>