



ST JOHN'S COLLEGE
UNIVERSITY OF CAMBRIDGE

Further Particulars for the post of
College Music Administrator

July 2024



About the College

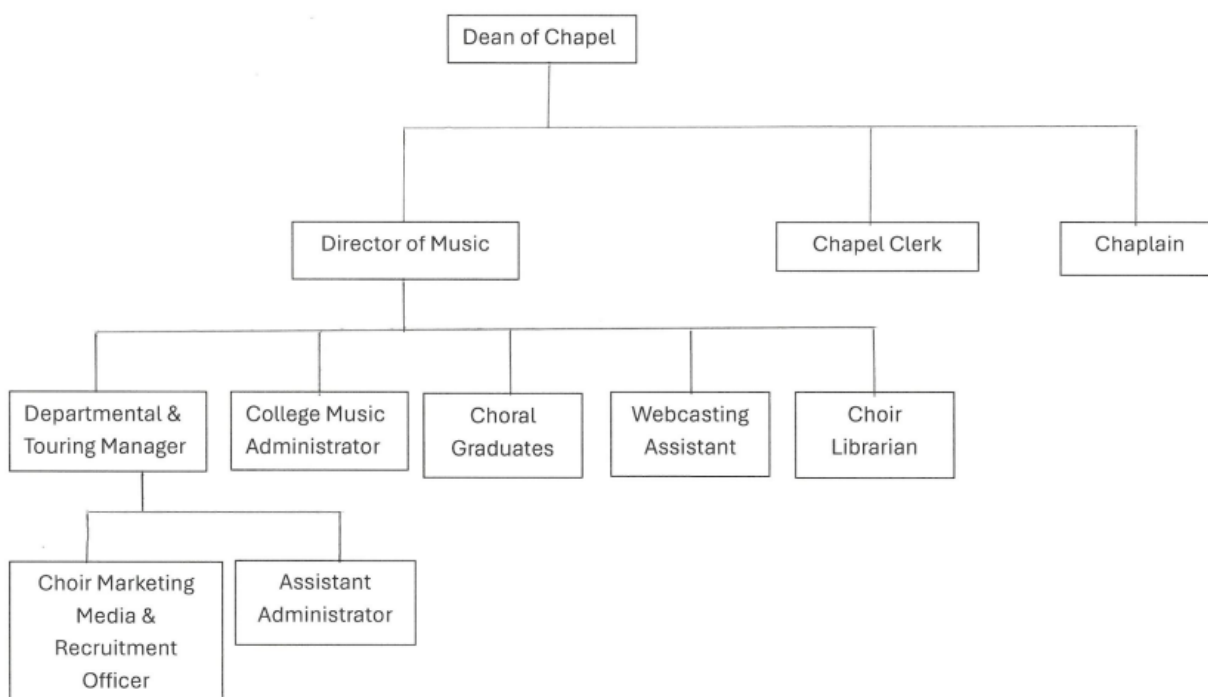
For over 500 years, St John's College has flourished as an independent and self-determining academic community, whose purposes are education, religion, learning and research, and which approaches its mission with an unwavering commitment to intellectual freedom and integrity. We are committed to sustaining and enhancing the College's global renown for scholarship across a wide range of disciplines, and we aspire to be regarded as a beacon of academic excellence. St John's is one of the largest and most widely known of the 31 constituent colleges in the University of Cambridge, which is consistently ranked amongst the top five universities in the world.

This is a friendly, warm, and welcoming place. The College is held in deep affection by its members, who include around 155 Fellows, about 550 undergraduate and 300+ postgraduate students, some 13,000 alumni worldwide, and by our 250 staff. Our community is a tolerant, inclusive, caring, respectful meritocracy, with genuine joie de vivre. We cherish the diversity of experience, culture, and perspective in members of the College, and the way this enriches our learning and our lives. We seek to balance how we fulfil our purposes today with our stewardship responsibilities for future generations in the College, and for the wellbeing of our planet.

College Aims: the College's statutory aims are the advancement of education, religion, learning and research.



Departmental Organisational Chart



Job Purpose

The role of the College Music Administrator has two main areas of work:

- i. Supporting student/College/external musical performances with a wide-ranging administration service; and
- ii. Supporting musical activities by external arts groups.

Principle Accountabilities

1. Administration of and planning input into musical events taking place on College premises or associated venues:
 - i) To support the Music in College Committee in its purpose 'to enable and support wide student participation in non-academic music and to support performance at the highest levels.'
 - ii) Co-ordinate and provide full administrative support for musical performances in College (excluding the May Ball), working in close collaboration with the Director of Music, the Musician in Residence, Fellows in Music and others as relevant. Duties will include preparing budgets, booking facilities, and refreshments, managing ticket sales, processing invoices and arranging payment of fees;
 - iii) Manage publicity and promotion of these events, including the pages of the College website related to relevant musical events, ensembles etc;
 - iv) In conjunction with performers, prepare concert programmes to comply with the College house style, including commissioning and collating programme notes, and

arranging for printing;

- v) Assist with the administration and logistics for the Master's Lodge Concert Series;
- vi) Advise the Music Society Committee regarding concerts and recitals, including advertising and ticketing;
- vii) Manage the logistics and administration for the Combination Room and May Concerts;
- viii) In consultation with the Director of Music and other personnel detailed under 1a) above, purchase or hire required scores. Monitor arrival and use of parts and return hired copies to suppliers after use.

2. Management of College Music facilities

- i) Regular checks to ensure that the New Music Room, Fisher Building Practice Rooms 1-4 and the Band Room are maintained in good condition;
- ii) Arranging maintenance and additional cleaning when required.

3. Management of College Instruments in Public Rooms

Responsibility for:

- i) Maintenance of music equipment in public performance spaces, including pianos, music stands and other equipment;
- ii) Arranging the termly tuning schedule for instruments;
- iii) Arranging ad hoc repairs and maintenance as required;
- iv) Arranging the annual inspection of College Pianos, preparing the Annual Piano Report for presentation to the Choir Advisory Committee, preparing a budget for annual maintenance schedule and long-term replacement programme;
- v) Liaising with the Investment Property Manager and Underwriters regarding potential insurance claims for damage. Preparing and submitting the required paperwork;
- vi) Arranging hiring and tuning of instruments for special events, including logistics for delivery and temporary insurance cover.

4. Management of Concerts in the Old Divinity School

To act as Event Manager for musical events in the Old Divinity School:

- i) To be available during rehearsals and performances, providing assistance when required;
- ii) To provide safety briefings to stewards and audiences;
- iii) To act as first responder to any emergencies that may arise during a performance, liaising with the College porters for assistance as required.

5. Liaison with External Bodies

- i) Act as a main point of contact for visiting conductors, soloists, orchestral and other ensembles;
- ii) Act as main point of contact for musicians' agents, the Cambridge Music Festival, the Cambridge Summer Music Festival and other music-related institutions such as MCPS/

- PRS, arts funding bodies instrumental suppliers/technicians etc;
- iii) Liaison with the ADC Theatre in respect of provision of ticketing services for College organised concerts and recitals;
 - iv) Preparation of the annual return to the MCPS/PRS for all live music performed in College and the Old Divinity School (except May Ball).

6. Liaison with College personnel

Close liaison with:

- i) The Director of Music, the Directors of Studies in Music, other Fellows in Music, the Musician in Residence and the Music Society concerning musical events in College;
- ii) The Chapel & Choir Department on projects of a joint nature and to ensure that there are no clashes of musical events in the diary;
- iii) The Accommodation and Bookings Office and the Catering Department regarding booking of venues and facilities for concerts;
- iv) The Communications Department to maximise publicity and PR for musical events.

Person Specification

Set out below are the qualifications, experience, skills and knowledge that are the minimum essential requirements for the role as well as desirable attributes.

Essential:

- A Level (or equivalent) standard of education, or equivalent level of relevant experience;
- Extremely efficient Administrator with proven track record of project planning;
- Fluency with PC packages, including Word and Excel.

Desirable:

- Understanding of classical music and the classical music industry;
- Experience of managing publicity and public relations in an arts environment, ideally one involving music;
- Experience of using Adobe Creative software (training can be provided).

Skills, Abilities and Competencies:

- Highly organised, motivated, able to demonstrate initiative and ability to work on his/her own initiative and judgement;
- An impeccable eye for detail;
- Able to work with minimum supervision to multiple deadlines and prioritise workloads calmly and efficiently;
- Good team player;
- Ability to safeguard against potential problems arising and, if they do arise, resolve them

Terms & Conditions

Length of post: Permanent

Hours of work: 29 hours per week

Salary: Between £29,335 — £31,823 (depending on experience) per annum pro rata plus benefits

Location: The role is based at St John's College in Cambridge

Contractual benefits include:

- Membership of a Defined Contribution Pension Scheme after a qualifying period
- Additional Christmas salary payment
- Annual leave of 36 working days (inclusive of Bank Holidays)

Other benefits include:

- Free lunch in the College's Buttery Dining Room (subject to a monetary limit)
- Access to a 'cash plan' healthcare scheme currently provided by Simplyhealth which provides some financial assistance towards the cost of everyday health expenses such as sight tests or dental check-ups after a qualifying period
- Free car parking close to the College (subject to availability)
- Free use of an on-site Gym
- Free life cover

Read more about the benefits of working at **St John's**.

The appointment will be subject to an initial probationary period of six months during which the appointment may be terminated by one week's notice on either side. Following the successful completion of the probationary period, the period of notice is one month on either side.

Recruitment Process

The deadline to apply is **9.00am on Friday 2 August**. Interviews are expected to be held during the week commencing **12 August 2024**.

Please include in your application:

- A fully completed application form
- A covering letter summarising why you believe yourself to be suitable for the role and why the role appeals to you
- A full and up to date c.v.

In applying for this role, you will provide personal data which the College will process in accordance with its data protection obligations and its Data Protection Policy. Further information is available on the College website (<https://www.joh.cam.ac.uk/data-protection>)

