

MAGDALEN COLLEGE OXFORD



The Choir of Magdalen College, Oxford seeks to appoint up to three Stipendiary Clerks for the academic year 2023-2024. There are vacancies in the alto and tenor voice parts only.

Applications are welcome from all qualified singers, without regard to gender, and the College particularly welcomes applications from Black, Asian and Minority Ethnic candidates.

Stipendiary Clerks are full members of the Choir of Magdalen College, Oxford, singing alongside the Academical Clerks (undergraduate or graduate members of the College), Choristers (boys educated at Magdalen College School) and members of the Consort of Voices (sopranos and altos from across the University). Stipendiary Clerks are expected to sing in all services with the Choir as required during Full Term, in addition to concerts, broadcasts, tours, recordings and additional services, both during Term and during the vacations. Applicants should have experience of singing with Choirs, good sight-reading skills and strong, clear voices.

Applicants should send a short letter of application, CV and the names and contact details of two referees to Ms Melanie Bennette, PA to the Informator Choristarum, via email on choir@magd.ox.ac.uk by Monday 20th February 2023. In-person auditions in Oxford will be arranged at the convenience of shortlisted candidates during the first two weeks of March.

More information about the Choir and College may be found at www.magdalencollegechoir.com and www.magd.ox.ac.uk

THE CHOIR OF MAGDALEN COLLEGE OXFORD
STIPENDIARY CLERKSHIPS (ALTO & TENOR)
FURTHER PARTICULARS

The period of employment is from mid-September 2023 to mid-July 2024 (10 months). The stipend is £10,421.64 p.a. *pro rata*, a monthly stipend of £868.47, which is subject to National Insurance deductions. The appointment is subject to Enhanced DBS Disclosure and evidence of Eligibility to Work in the UK.

In addition to the monthly stipend, fees are paid for concerts, recordings and broadcasts. Per diems are paid during tours away from Oxford. Fees and per diems are not paid to Stipendiary Clerks for rehearsals outside Full Term. Absence requests are granted at the discretion of the Informator Choristarum, and it is expected that major services, concerts, broadcasts, tours and recordings will be regarded as occasions on which there should be no scheduled absences. Where an absence is requested for the purposes of other work opportunities, it is expected that the Stipendiary Clerk will cover the cost of their deputy for a service.

Membership of the Iffley Road University Sports Facilities is available to students, staff and Fellows of Magdalen College, at no cost to the individual. It is traditional for the Clerks (both Academical and Stipendiary) to sing Grace on Sundays in Full Term after Evensong, and to dine in Hall after doing so at the College's expense. There are between six and 12 further dinners spread across the year, at which the Clerks traditionally sing and dine at the College's expense. Singing lessons are provided, at the College's expense, for all Clerks.

Accommodation is not provided with this appointment.

In Full Term, the regular schedule is:

Monday	No singing
Tuesday	No singing (Choristers sing Choral Evening Prayer)
Wednesday	5pm rehearsal, 6pm Evensong
Thursday	5pm rehearsal, 6pm Evensong
Friday	4.45pm rehearsal, 6pm Choral Evening Prayer (Clerks only)
Saturday	4.00pm rehearsal, tea, 6pm Evensong
Sunday	9.45am rehearsal, 11am Eucharist 5pm rehearsal, 6pm Evensong 7.15pm Grace and Dinner in Hall

There are occasional variations to this schedule, such as participation in the May Morning celebrations, and services for certain feast days etc. In 0th Week of each term, there will ordinarily be between six and 12 hours of rehearsal. There are normally at least two (and usually three or more) clear weeks at both Christmas and Easter with no choir commitments. Care is taken to ensure that allowances are made in term time for additional events such as memorial services.

How to Apply

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Recruitment Monitoring

A Recruitment Monitoring Form will be found at the following page on the Magdalen College website:

<http://www.magd.ox.ac.uk/job-vacancies/>.

Applicants are requested to complete the form and return it to Human Resources by email human.resources@magd.ox.ac.uk. Please note that the form is anonymous and is used only to monitor and ensure equality of opportunity for all candidates: it is not part of the selection process and will not be seen by any member of the selection committee.

Data Protection

All data supplied by applicants will be used for the purposes of determining their suitability for the post and will be held in accordance with the principles of the Data Protection Act 2018 and the College's Data Protection Policy which can be found at <http://www.magd.ox.ac.uk/other-policies/data-protection/>.

