Job Description and Person Specification

<table>
<thead>
<tr>
<th>Post</th>
<th>Performance Coordinator</th>
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<tbody>
<tr>
<td>Department/Faculty</td>
<td>Faculty of Music</td>
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<tr>
<td>Location</td>
<td>Faculty of Music, St Aldate’s, Oxford OX1 1DB</td>
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<tr>
<td>Division</td>
<td>Humanities Division</td>
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<tr>
<td>Contract type</td>
<td>Full-time, Permanent</td>
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<tr>
<td>Grade and salary</td>
<td>Grade 5, £24,983 - £29,799 p.a.</td>
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<tr>
<td>Reporting to</td>
<td>Events &amp; Communication Officer</td>
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<td>Vacancy Reference</td>
<td>137207</td>
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INTRODUCTION

The Faculty of Music wishes to appoint a Performance Coordinator to join the busy administrative team in the Faculty. This is an exciting and varied post which supports the wide range of performance activities in the Faculty, from instrument tuition and masterclasses to Artist in Residence activities, via coordinating bookings for the Holywell Music Room. This key role involves liaison with students, administrative staff and academics on a daily basis, as well as musicians and the general public.

OVERVIEW OF THE ROLE

Reporting to the Events and Communication Officer and working closely with the Academic Administration team, the Director of Performance and other academic officers, the Performance Coordinator will play a key role to ensure the smooth running of all performance-related activities in the Faculty. This includes organising performance coaching and masterclasses, supporting instrument tuition and performance tuition grants, preparing materials in relation to performance teaching, as well as supporting key initiatives such as the current Artist in Residence scheme. The role holder will also be coordinating bookings for the Holywell Music Room, liaising with Wadham College. This is a varied role in a busy Faculty and the Performance Coordinator will be expected to be proactive in creating effective systems and be liaising with students and staff on a daily basis. They will also be expected to take an active part in the Faculty administrative team.

OVERVIEW OF THE FACULTY

The Faculty of Music is one of the largest and liveliest music departments in the country, and an internationally renowned centre of musical teaching and research. The Faculty has around 300 students, of whom two-thirds are undergraduates. There are presently 13 administrative staff (including part-time staff and including this role), and 17 staff holding permanent academic appointments. The total membership of the Faculty, including research staff and college tutors, is over 60.
The Faculty is situated in self-contained and specially adapted buildings in central Oxford, next to Christ Church Meadow. The facilities comprise fully equipped teaching and lecture rooms, a rehearsal hall, a new suite of practice and ensemble rooms, the award-winning Faculty Library, the Bate Collection of Musical Instruments, high-specification electronic music studios, and a MAC-based Multi-media Resource Centre.

The Faculty is a busy place, offering a full annual programme of recitals, performance and composition workshops, and masterclasses, as well as public lectures and research seminars, featuring international musicologists, composers and performers. Many of the Faculty's recitals and concerts are held in the Holywell Music Room, the oldest purpose-built concert hall in Europe, and occasionally in the Sheldonian Theatre. The exceptionally rich musical life of the University and its colleges – including world-famous choirs, University orchestras, chamber groups and jazz ensembles, in addition to the Faculty-based new music ensemble and laptop orchestra – is complemented by the wide range of musical activities to be found in and around the city, drawing on numerous musical traditions.

For more information about the Faculty, please visit: www.music.ox.ac.uk.

**DUTIES OF THE ROLE**

- Assist the Director of Performance in the planning of masterclasses, workshops and coordinate these activities from start to finish, including booking rooms, booking students, sourcing equipment, managing relationship with musicians and gathering feedback from students;

- Coordinate and organise Faculty music events and concerts, such as the Artist in Residence concerts, in conjunction with the Events & Communication Officer; this will include preparing programme notes and leaflets, coordinating guest lists, liaising with performers, and booking and supervising casual staff;

- Support students engagement in performance, ensuring all performance activities are clearly communicated to students via Weblearn (or other online tool), lecture lists, weekly events email and any other communication tools as agreed with the Events & Communications Officer;

- Coordinate performance auditions for undergraduate admissions, working alongside Academic Administrator on the admissions process;

- Assist the Academic Administrator with administering the Organ and Choral Award schemes; working on organ and choral open day activities, processing applications, liaising with scheme organisers and college officers;

- Support the Academic Administrator in setting up performance examinations for both undergraduates and graduates;

- Coordinate the instrument tuition, Royal Academy of Music scheme, performance grant schemes and any other performance tuition schemes, including managing claims and working with the Finance Officer to ensure prompt payment;

- Coordinate and oversee bookings for the Holywell Music Room (owned by Wadham College) working in collaboration with the Receptionist; this includes taking internal and external booking, dealing with issues as they arise, ensuring Health & Safety guidelines are followed, working with the Finance Officer to process payments, and working closely with colleagues in Wadham College;

- Design and write publicity materials for events, advertising and circulating information about events, including preparing mail-outs and listing events on the website;
• Act as Secretary for the termly Performance Committee;
• Generally be a first point of contact for student on all performance activities;
• Supervise student helpers, casual support and the Apprentice, as relevant;
• Take an active part in the administrative team and in supporting the Faculty activities;
• Undertake other duties commensurate with the grading of the post.

PERSON SPECIFICATION

Applications will be judged only against the criteria which are set out below. Applicants should make sure that their application shows very clearly how they believe that their skills and experience meet these criteria.

Oxford is committed to fairness, consistency and transparency in selection decisions. Chairs of selection committees will be aware of the principles of equality of opportunity and fair selection.

The successful candidate will demonstrate the following:

Essential

• An ability to communicate clearly and effectively via all familiar media, with a high standard of written and spoken English
• Good knowledge of music and understanding of performers’ needs across a variety of genres, both acoustic and amplified
• Proven experience of event planning and/or organising student activities and concerts, with the ability to prioritise and multi-task in order to meet deadlines
• Excellent communication skills and ability to work co-operatively with a wide variety of people, both individually and as part of a team
• Ability to work calmly and efficiently under pressure
• Ability to work independently on own initiative, with a pro-active approach to problem solving
• Ability to communicate fluently and authoritatively with musicians and performers
• Excellent IT skills, including word-processing, spreadsheet, and desktop publishing
• Flexible and can-do attitude: able to react to changing circumstances and respond to requirements as they arise
• Financial competence with the ability to monitor budgets for individual events
• Meticulous attention to detail

Desirable

• Experience of servicing committees
• Experience of supervising staff
About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford’s researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual’s unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe’s most entrepreneurial universities. Income from external research contracts in 2016/17 exceeded £564m and we rank first in the UK for university spin-outs, with more than 130 companies created to date. We are also recognised as leaders in support for social enterprise.

How to apply

Before submitting an application, you may find it helpful to read the ‘Tips on applying for a job at the University of Oxford’ document, at www.ox.ac.uk/about/jobs/supportandtechnical/.

If you would like to apply, click on the Apply Now button on the ‘Job Details’ page and follow the on-screen instructions to register as a new user or log-in if you have applied previously. Please provide details of two referees and indicate whether we can contact them now.

Please upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants).

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

Please upload all documents as PDF files with your name and the document type in the filename.

All applications must be received by midday on the closing date stated in the online advertisement.

The closing date for applications is Monday 15th October 2018.

Interviews are expected to take place at the Faculty of Music Thursday 25th October 2018.
Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing departments.

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments)

Should you experience any difficulties using the online application system, please email recruitment.support@admin.ox.ac.uk. Further help and support is available from www.ox.ac.uk/about_the_university/jobs/support/. To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will be notified of the progress of your application by automatic emails from our e-recruitment system. Please check your spam/junk mail regularly to ensure that you receive all emails.

Important information for candidates

Pre-employment screening

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. This will include right-to-work, proof of identity and references. We advise all applicants to read the candidate notes on the University’s pre-employment screening procedures, found at: www.ox.ac.uk/about/jobs/preemploymentscreening/.

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 University’s Privacy Notice for Job Applicants at: www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/. The University’s Policy on Data Protection is available at: www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/.

The University’s policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. From 1 October 2017, the University has adopted an EJRA of 30 September before the 69th birthday for all academic and academic-related staff in posts at grade 8 and above. The justification for this is explained at: www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/

For existing employees, any employment beyond the retirement age is subject to approval through the procedures: www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/

There is no normal or fixed age at which staff in posts at grades 1–7 have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.
Equality of Opportunity

Entry into employment with the University 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.
Benefits of working at the University

University Club and sports facilities
Membership of the University Club is free for all University staff. The University Club provides social, sporting and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and www.sport.ox.ac.uk/oxford-university-sports-facilities.

Information for international staff
The University offers support and advice to international staff, including a visa loan scheme to cover the costs of UK visa applications for staff and their dependents. See www.admin.ox.ac.uk/personnel/permits/reimburse&loanscheme/.

Information for staff new to Oxford
If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University’s Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation and local schools. See www.welcome.ox.ac.uk.

The University of Oxford Newcomers’ Club
The University of Oxford Newcomers’ Club is an organisation run by volunteers that aims to assist the partners of new staff to settle into Oxford and to provide them with an opportunity to meet people in the area. See www.newcomers.ox.ac.uk.

Childcare
The University has excellent childcare services with five University nurseries, as well as University-supported places at many other private nurseries. For full details including how to apply and the costs, see www.admin.ox.ac.uk/childcare.

Family-friendly benefits
The University subscribes to My Family Care service through which staff are eligible to register for emergency back-up childcare and adultcare services, a 'speak to an expert' advice service and a wide range of guides and webinars through a website called the Work+Family space. See: www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/.

Disabled staff
We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University’s Staff Disability Advisor, see www.admin.ox.ac.uk/eop/disab/staff.

Staff networks
The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at www.admin.ox.ac.uk/eop/inpractice/networks/.

Additional benefits
Staff can enjoy a range of other benefits and discounts, including free entry to the Botanic Gardens and University colleges, and discounts at University museums. See www.admin.ox.ac.uk/personnel/staffinfo/benefits.