



Lincoln College
UNIVERSITY OF OXFORD

Job Title:	Director of Music
Department:	Chapel
Contract Type:	Part-Time: 0.5 FTE. Fixed Term.
Responsible to:	The Chaplain
Salary Scale:	£35,681 p.a. (NSP 25 on the University scale), pro-rated for part-time appointments.
Dates:	1 September 2026-31 August 2029. This is a newly created fixed-term position. The initial appointment will be for three years, with the possibility of extension following a review of the College's needs in this area.

The College

Lincoln College is a medium-sized College housed in attractive medieval buildings in the centre of the city, on Turl Street. The College has 50 Fellows, around 630 students, equally divided between graduates and undergraduates, and a large body of administrative and domestic staff. Further information may be found on the College's website: www.lincoln.ox.ac.uk.

The Role

This is a new role which has been created to develop and provide support for music in the College, in particular in the Chapel and for the College's 600th anniversary celebrations (2027-28).

Lincoln College Chapel provides worship for the college community and is an important centre for both the spiritual and musical life of the College. The principal service is Choral Evensong, with occasional additional services for special occasions, all during term-time. The style of worship is broadly within the cathedral tradition (*BCP* evensong, *Common Worship* eucharist). The Chapel organ (William Drake, 2010), is described here: <https://betts.music.ox.ac.uk/lincoln>.

Lincoln has a tradition of excellent choral singing, with the choir led by student Organ Scholars. In recent years, standards have fluctuated. The current choir is very large (around 35) and non-auditioning, with a core of 8 auditioned Choral Scholars (two each SATB). There is a significant emphasis placed on welcome and community within the choir, and for many members this is a central part of their Oxford student experience. This, however, needs to be balanced with expectations of a reasonably high-performance standard.

The College therefore desires to appoint a Director of Music to strengthen and guide Lincoln's historically valued student-led model. The Director will supervise the Organ Scholars and provide structured opportunities and training in choral conducting, rehearsal leadership, the organ's role in worship, and termly music programming; the appointee will themselves play and conduct as needed and appropriate, based on a mentoring and teaching needs, and student skills at any given time.

Lincoln celebrates its 600th anniversary in the academic year 2027–28, which will bring additional requirements and opportunities for the choir, including special services and the premiere of a commissioned piece on Foundation Day. The Director of Music will play an important role in organising, preparing, and recruiting a choir of a sufficient standard for these occasions, in addition to the core rota of Sunday services in full term.

Alongside Chapel worship, the College also wants to develop its musical culture more broadly, and the Director of Music will play an important role in fostering musical life outside of Chapel services,

through connecting and supporting student musicians, and growing opportunities for concerts and musical projects.

Key Responsibilities

1. **Chapel Music & Mentoring:** To work with the Chaplain, Organ Scholars, and choir to deliver high-quality choral and organ music as part of the worshipping life of the Chapel. This will involve:
 - Sharing conducting and organ-playing responsibilities with the Organ Scholars at Sunday evening services.
 - Supporting the Organ Scholars in leading a weekly choir rehearsal (currently Wednesday evenings).
 - Playing for occasional additional weekday services (usually 2 or 3 per term). Since this is a part-time role, it is understood that attendance at all additional services may not be possible; with proper notice, arrangements can be made with the Chaplain and Organ Scholars to ensure provision of organ playing and conducting.
 - Holding weekly meetings with the Chaplain to review and plan worship.
 - Planning termly music lists in collaboration with the Chaplain.
 - Working with the Organ Scholars to recruit and retain choir members each year.
 - Offering instruction and support to the Organ Scholars to develop their organ playing, leadership, and conducting skills.
 - Organising and maintaining the choir's library of sheet music.
 - Overseeing the general organisation and administration of the choir.

2. **Supporting the Musical Life of the College:** To foster a vibrant musical culture beyond the Chapel by supporting and encouraging the musical life of the College more broadly. This includes:
 - Connecting musicians across all genres and promoting opportunities for aspiring and established musicians.
 - Identifying and developing opportunities for music within the College, such as lunch-time concerts, chamber music, and recitals for students of all standards.
 - Overseeing the College's musical instruments, including liaising with the Domestic Bursary to arrange the regular tuning and maintenance of the organ and pianos, and monitoring the equipment in the music rooms.

3. **Development & 600th Anniversary**
 - Lead musical planning for the 600th Anniversary within the College, including the world premiere of a commissioned piece on Founder's Day (October 2027). This will involve liaising with the composer, conductor and event sponsor.
 - Support the Development Office by providing music for alumni events out of term time and nurturing relationships with musical benefactors.
 - Organise the annual Elman Poole music concert and manage UK or overseas choir tours in collaboration with the Organ Scholars.

4. **Administration**
 - Meet regularly with the Chaplain to plan worship and termly music lists.

- Manage the music budget, including costs for sheet music, concert expenses, and instrument maintenance.
- Ensure that all musical activities are conducted in accordance with the College's safeguarding policies and procedures, particularly when mentoring students and coordinating with external tutors or visiting musicians

Essential Criteria

The successful candidate should be able to demonstrate:

1. A degree in music (or equivalent professional experience).
2. Excellent organ playing skills of at least ARCO standard, with experience in church music and liturgy in the Anglican tradition.
3. Significant experience in choir training and choral conducting to a high standard, particularly within a collegiate or similar liturgical setting.
4. A proven ability to mentor and supervise students, helping them develop their own leadership and musical skills while respecting the College's student-led tradition.
5. Excellent interpersonal and communication skills to motivate a large, community-focused choir while maintaining high performance standards.
6. Efficient administrative skills, including the ability to plan termly music lists and manage events.
7. Experience in event management, such as organising concerts, recitals, or choir tours.
8. Ability to work as part of a team and maintain productive working relationships with the Chaplain, Rector and Fellows, Development Office, and external contacts.
9. The ability to work flexible hours, including regular evening and weekend commitments during University term-times and for occasional out-of-term alumni events.

Desirable Criteria

1. Previous experience of an Oxbridge College or a similar environment, including familiarity with the organ and choral scholarship cycles.
2. Experience in commissioning new musical works or managing large-scale celebratory programming (highly relevant for the 600th Anniversary)
3. A track record of encouraging music beyond the chapel, such as chamber music, jazz, or instrumental recitals.

Application Process

Candidates should submit the following documents by 27th of July.

- A completed application form
- A covering letter, explaining your interest in the post and demonstrating how you meet the requirements of the person specification.
- An up-to-date CV
- Interviews will take place week commencing approximately 10th of August.

Annual leave: 30 days per annum plus 8 public holidays, pro-rated for part time appointments. Holidays may not normally be taken in term-time. Public Holidays falling in term-time will normally be worked but will bring entitlement to two days in lieu.

Probationary period: Four months.

Notice period: During the initial probationary period, notice will be one month on either side. Subsequent to satisfactory review and confirmation in the post the notice period will be three months on either side.

Pension rights: The postholder will be enrolled automatically in the Universities Superannuation Scheme (USS).

Meals: Free lunch is provided in College when on duty. SCR dinner on Sunday nights, following Chapel services.

Data Protection: Personal data is processed in accordance with Lincoln College's Privacy Policy which is available at www.lincoln.ox.ac.uk/Privacy-Policy

Equal Opportunities: Lincoln 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.