

## Job Description

<b>Job title</b>	Two Lay Clerkships: Alto & Tenor (1 post each)
<b>Department</b>	College Choir
<b>Reports to (Position Title)</b>	The Director of Music

*This document outlines the output and key accountabilities required of the post holder, as well as skills, qualifications and experience needed in order to carry out the role. It is not a definitive list.*

## Purpose of the role

The Lay Clerk sings at regular services as part of the College Choir. The Lay Clerk also participates in all rehearsals, concerts, recordings and other events as required.

## Background information

<b>Based at</b>	Trinity Street, Cambridge, CB2 1TA
<b>Hours of work</b>	The post-holders must be available during full term (3 x 8 weeks) plus up to 5 weeks during the vacations for other choir activities
<b>Contract type</b>	1 year fixed term contract (October 20 – September 21)
<b>Qualifications</b>	Appropriate vocal quality and technique. Practical vocal skills to diploma level or equivalent. A degree or equivalent.
<b>Knowledge of</b>	Singing Choral music and Gregorian Chant
<b>Competencies</b>	Ability to sight-read to a high level, including complex choral music
<b>Budget responsibilities</b>	None

## Main duties and Responsibilities

- To sing for all services during full term (including evenings and weekends)
- To sing for all rehearsals (including evenings and weekends), and external engagements as listed on the choir timetable.
- To demonstrate a high standard of musicianship and present a professional attitude at all times.
- To attend singing lessons as required.
- To sing at all special services throughout the year, and at any other events as required by the Director of Music.
- To learn music outside choir practices/services, in order to ensure the highest possible standard of music-making
- To travel with the choir where necessary for concerts, tours, recordings and broadcasts. This may require overnight stays

## **FURTHER REQUIREMENTS & INFORMATION RELEVANT TO THE ROLE**

<b>Additional role requirements</b>	Yes	No
Enhanced DBS check	X	
Lone working		X
Manual handling		X
Working at height		X
Uniform Required	X	
Other (please specify)		
<b>Training / verification requirements</b>		
Fire safety	X	
Safeguarding	X	
Health & Safety	X	
Data Protection	X	
Equality & Diversity	X	
Prevent	X	

Caius is committed to safeguarding and promoting the welfare of young people and vulnerable adults, and expects all staff to share this commitment. It is a requirement of the post for an Enhanced DBS Check to be completed before taking up the position.

### **Team Responsibilities**

- Participate in choir/chapel meetings when required.
- Share ideas for improvements.
- Help other members of the choir when you have spare capacity or time.
- Help cover attendance shortfalls when required.
- Show consideration for others

*This role profile outlines the duties required at the current time to indicate the level of responsibility. It is not intended to be a comprehensive or exhaustive list and may be varied by the College management to include other reasonable requests which are up to the same skill level, and of the same type, already undertaken and which do not change the general character of the job or the overall level of responsibility.*

### **Health and Safety**

All employees must adopt a responsible attitude towards health and safety and to comply with any procedures as required by the College in order to ensure the health and safety of themselves, their colleagues and any other persons that may be affected by their actions. They must be prepared to undertake any training provided in relation to health and safety or which is identified as necessary in relation to their work.

### **Continuous Professional Development**

Caius is supportive of continuous professional development and singing lessons will be provided

## Person Specification

### Job Description

<b>Job title</b>	Two Lay Clerkships: Alto & Tenor (1 post each)
<b>Department</b>	College Choir
<b>Reports to (Position Title)</b>	The Director of Music

	Criteria	Essential /Desirable
<b>Qualifications, competencies and Training</b>	<ul style="list-style-type: none"> <li>• Appropriate vocal quality and technique.</li> <li>• Practical vocal skills to Diploma level or equivalent.</li> <li>• Degree holder or equivalent.</li> <li>• Ability to sight-read to a high level, including complex choral music</li> </ul>	<p>E</p> <p>D</p> <p>D</p> <p>E</p>
<b>Knowledge, Skills &amp; Proven abilities</b>	<ul style="list-style-type: none"> <li>• The ability to sight read complex choral music</li> <li>• Singing Choral music and Gregorian Chant</li> <li>• The ability to sing solo parts with confidence</li> <li>• Experience of singing in a chamber choir</li> <li>• An awareness and understanding of the traditions of prayer and worship that underpin chapel life</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p>
<b>Behaviours</b>	<ul style="list-style-type: none"> <li>• Demonstrate a high standard of musicianship</li> <li>• Present a professional attitude at all times.</li> <li>• Demonstrate a high standard of personal appearance</li> <li>• Able to use own initiative and common sense.</li> <li>• Willingness to be adaptable and flexible.</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p>

[End of document]