**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Director of Choral Music</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department / Unit:</td>
<td>Music Department</td>
</tr>
<tr>
<td>Grade:</td>
<td>RHUL 8</td>
</tr>
<tr>
<td>Accountable to:</td>
<td>Head of Music Department</td>
</tr>
<tr>
<td>Accountable for:</td>
<td>Head of Music Department</td>
</tr>
</tbody>
</table>

**Key Tasks/Purpose of the Post**

- To direct and promote the activities of the Royal Holloway Chapel Choir, Royal Holloway Chorus, and Founder’s Choir.

- Depending on his/her qualifications, abilities and interests, the postholder may also bear the title ‘Organist of the College Chapel’.

- Actively promote and raise the profile of the Chapel Choir, Chorus and other choral groups internally, locally, nationally and/or internationally through performances, recordings, tours, commissioning of new works for performance by one or more of these ensembles, and outreach activities.

- Work on outreach activities in consultation with Schools Liaison and the Department of Music Undergraduate Admissions Tutor as appropriate, including working with local schools to educate students about choral music and develop working relationships of mutual benefit between these students, the Chapel Choir, Royal Holloway Chorus and Founder’s Choir, and Royal Holloway more generally.

- Direct and conduct rehearsals, services and performances of the Chapel Choir, Chorus and Founder’s Choir.

- Work with the College’s Organ Scholars before Chapel services and, as required, assist in their training.

- Where possible and as required, play the organ in Chapel services, for degree ceremonies and other College occasions, and, by arrangement, for certain out-of-term services.

- Audition and select members for relevant choral groups (e.g. Chapel Choir and Founder’s Choir).

- Survey publications and attend conferences and meetings (where appropriate) to maintain up-to-date musical repertory for services and other performances of the Chapel Choir, Royal Holloway Chorus and Founder’s Choir.

- Arrange performance schedules and coordinate advertising/publicity in conjunction with Events Office and Music Concerts Office as relevant.
- Assist in Development Activities in consultation with the Development Office as required, including identification and cultivation of prospective donors to the Chapel Choir, Royal Holloway Chorus, Founder’s Choir and other choral groups.
- Attend regular meetings with the Head of Music or a nominated Deputy (e.g. Director of Performance) and of the Music Department Performance Committee to discuss and evaluate the programme and to plan future activities of the Royal Holloway Chorus and other choral groups.
- Develop policy guidelines concerning Chapel Choir activities (services, other performances, tours etc.) in conjunction with, as relevant, the Head of Music.
- Attend meetings of the Chapel Committee and hold regular discussions with the chaplains to plan and evaluate the Chapel Choir programme (including individual service lists) and to plan future activities.
- Prepare budgets and manage allocated funds accordingly for the Chapel Choir, Royal Holloway Chorus, Founder’s Choir, and other choral groups as agreed at the annual choir budget meeting.
- Ensure compliance with college financial instructions and policies, and present evidence of use of budgets as required.
- Teach organ and conducting as required by the head of department

**Other Duties**

Any other duties as required by the line manager or Head of Department that are commensurate with the grade.

As the needs of the College change so the above job profile, duties and location of the role within the College will be adjusted accordingly.