



Job Description	
Job title	Choir Apprentice: PR and Communications Assistant
Department	Chapel & Choir
Reports to (Position Title)	The Precentor

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

To assist the Precentor in the running of Chapel and Choir webcasting, social media platforms and digital promotion.

Background information

Based at	Gonville and Caius College, Trinity Street, Cambridge, CB2 1TA.
Hours of work	25 hours per week (inc. 20% training release)
Contract type	Apprenticeship 12 months Fixed Term contract
FTE	0.67% FTE
Qualifications	A level or equivalent, or above (with Music at tertiary level highly desirable)
Key skills	<ul style="list-style-type: none">• A working knowledge of choral music• The ability to read a musical score
Work experience	Some experience in Music Technology, formally or otherwise
Budget responsibilities	No

Main duties and Responsibilities	Time / Frequency
<ul style="list-style-type: none">• Managing and production of Chapel webcasting/streaming as required	As required
<ul style="list-style-type: none">• Production of all choir promotional audio/video (in addition to streaming)	As required
<ul style="list-style-type: none">• Managing of all choir social media platforms and keeping them up to date with interesting/relevant material	Daily
<ul style="list-style-type: none">• Working with the Precentor and Music Administrator to create targeted digital promotional material for the choir plus helping to imagine innovative ways to promote Caius music	Weekly
<ul style="list-style-type: none">• Managing the maintenance on the Chapel webcasting system, staying on top of updates etc	As required
<ul style="list-style-type: none">• Involvement in the design and content of the choir website in collaboration with the Chapel and Choir Administrator	As required

FURTHER REQUIREMENTS & INFORMATION RELEVANT TO THE ROLE

Additional role requirements			Yes	No
DBS check				x
Lone working				x
Manual handling			x	
Working at height				x
Uniform required				x
Training requirements	iHasco ID	Duration	Yes	No
Bullying & Harassment for Employees	108	22	x	
Cyber Security Awareness	6428	39	x	
Display Screen Equipment	2571	32	x	
Equality, Diversity & Inclusion	3874	60	x	
Fire Awareness	415	30	x	
GDPR UK: Essentials	3627	38	x	
Health and Safety Essentials	2227	48	x	
Manual Handling	471	35	x	

Team Responsibilities

- Participate in team meetings when required.
- Share ideas for improvements.
- Help other employees when you have spare capacity or time.
- Help cover staffing shortfalls when required.
- Help to keep the department calm by working well and showing consideration for others.

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 opportunity for training and development will be provided.

Person Specification

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Department	Chapel & Choir
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	Criteria	Essential/ Desirable	Assessment Method: A - Application I - Interview T - Test
Qualifications and training	• A level or equivalent, or above (in Music)	E	A
	• GSCE at level 7 or above in English and Maths	E	A
	• Some experience in Music Technology	D	A, I
Knowledge, skills and proven abilities	• Advanced user of social media and IT	E	A, T, I
	• Training/experience in using webcasting systems (Newtek etc)	D	A, T, I
	• A working knowledge of choral music	E	T, I
	• The ability to read a musical score	E	A,T,I
Behaviours	• An all-rounder with a focus on music technology/social media	D	T, I
	• Creative thinking with excellent attention to detail and presentation	E	T, I

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