



UNIVERSITY OF  
CAMBRIDGE

# Performance Assistant

## [Internal Applicants Only]

Centre for Music Performance

Closing Date: Monday 26<sup>th</sup> May 2025

Job Reference: DJ45941



## Performance Assistant [Internal Applicants Only]

**Salary:**

£24,344 - £26,942 pro rata

In addition to the base salary stated above, the successful candidate for this post will receive an additional 2.5% supplement to their pay.

**Contract:**

Permanent

**Location:**

Cambridge

**Faculty / Department:**

Centre for Music Performance

**Responsible to:**

Centre for Music Performance Manager

**Working Pattern:**

0.6 FTE. The role requires evening and weekend work, mainly during termtime, for which offset hours are worked.

**Purpose of the role**

The Performance Assistant supports the Centre for Music Performance team on the delivery of a wide range of programmes and projects, reporting to the Centre for Music Performance Manager.

**Main duties and responsibilities**

1. Support Centre for Music Performance colleagues on the planning and coordination of projects. Duties may include (but are not limited to):
    - Booking professional musicians, venues, instruments, equipment, production contractors, event stewards and refreshments as instructed.
    - Administering student sign-up for projects, scheduling their participation, and fixing or booking student participants if required.
    - Arranging accommodation for visiting musicians, transport and instrument tuning.
  2. Schedule instrument teaching including booking teachers and venues and administering student sign-ups.
- Sourcing sheet music to purchase or hire, marking up parts, making up packs of scores for performers, signing scores out to performers, and tracking their return to ensure that no scores are lost.
  - Preparing draft risk assessments for review and sign-off.
  - Circulating post-project surveys to participants

**Front page images** (clockwise from top left):

Cambridge University Jazz Orchestra (photographer Hideaway Streatham); Rachel Oyawale (photographer Hideaway Streatham); Cambridge Gamelan with Pak Bagus, Cambridge University Orchestra (photographer Rob Humphries);

**Key responsibilities continued...**

3. Act as duty manager for selected Centre for Music Performance events, including classes, workshops, auditions, rehearsals, performances and other events, in line with the Centre's duty management roster, following a brief. Ensure the highest standard of delivery. Responsibilities may include (but are not limited to) moving equipment, ensuring venues are set up correctly, on time and in line with plans, greeting guest professional musicians, monitoring student attendance and contacting any absentees, directing performers on and off stage, setting up equipment including PA systems, and ensuring venues are returned to their original state after events.
4. Assist with the management of the University's instrument collections, including administering the pick-up and return of instruments which have been hired, checking their condition on return in line with established procedures, tidying instrument storage spaces and transporting instruments for repair off-site as instructed.
5. Provide general administrative support. This includes but is not limited to scheduling meetings, receiving calls and taking messages, handling correspondence as first point of contact (drafting replies to straightforward enquiries and referring others as appropriate), maintaining office stationery, organising small scale events and taking minutes.
6. Source and draft text, images and other materials for the Centre's publicity and programme booklets, liaising with other organisations as required. Assist in updating departmental web and social media pages.
7. Enter data into department systems to ensure accurate record-keeping.
8. Collate materials for the department's archive and deposit them at the University Library.
9. Attend events including open days and Freshers' Fairs on behalf of the department and answer routine queries from attendees.

# Person Specification

Criteria	Essential	Desirable
<b>Experience</b>		
Experience of supporting the operational delivery of musical activity in a professional, educational or amateur organisation	✓	
Experience of working in an administrative/secretarial role		✓
<b>Skills</b>		
A high level of musical literacy, including the ability to read music to a high standard. The ability to identify a wide range of instruments and items of musical equipment or an ability to learn.	✓	
Excellent communication & interpersonal skills.	✓	
Excellent organisation skills.	✓	
Excellent IT skills to include familiarity with Microsoft Office.	✓	
The ability to set up and operate PA equipment		✓
<b>Qualifications</b>		
Educated to GCSE level grades A-C or equivalent / NVQ Level 2 or equivalent level of practical experience	✓	
<b>Additional requirements</b>		
This role requires frequent evening and weekend working, principally during termtime, for which offset hours are worked.	✓	
This role involves heavy lifting and manual handling	✓	



## Centre for Music Performance



Music performance has been a part of life at Cambridge for centuries, and the University's uniquely vibrant environment has served as a springboard into the musical professions for countless professional musicians. Building on this long tradition, the Centre for Music Performance (CMP) was launched in 2022 to secure the University's position among the very best centres for music performance internationally, and to widen access to music performance opportunities at all levels.

The Centre aims to enable students of all subjects, backgrounds and levels of prior musical experience to make music of all genres a core part of the rounded education which they receive at Cambridge. It is committed both to securing and enhancing Cambridge's long tradition of excellence in the Western classical tradition while also opening up new musical opportunities to a far wider range of students, including those interested in popular and world music and those with limited prior musical experience. It operates both by delivering activities directly and by supporting musical projects delivered by student groups, colleges and other partners.

# Music in Cambridge

Cambridge supports a uniquely rich musical environment, embracing College music groups, student societies, the Faculty of Music, and the wider cultural life of the City of Cambridge, including a student-led live music scene and student-run radio show.

Perhaps best known are the University's chapel choirs — who tour internationally, broadcast regularly, and produce highly acclaimed recordings — but there is a host of music groups and societies on offer for student music-making at all levels, regardless of their academic discipline, encompassing a wide range of genres from hip hop to opera.

Alongside these activities, the Faculty of Music delivers undergraduate and postgraduate degree programmes and conducts internationally renowned research on creative practice (composition, performance studies), music and science, analysis, ethnomusicology, and historical musicology.



*Sian Edwards conducting the Cambridge University Orchestra  
(photographer, Rob Humphries)*

There is a range of professionally-led instrumental and choral ensembles including the Cambridge University Orchestra, Symphony Chorus, Collegium Musicum and New Music Group. Student-led ensembles include the Cambridge University Jazz Orchestra, Symphony Orchestra, Brass Ensemble and a range of music groups from Jazz, Opera, Hip-Hop, Rock as well as ensembles performing the music of ethnic cultures worldwide which include the Gamelan Orchestra and Chinese Orchestra. At College level, much of the musical activity centres on choirs; these range from world-famous, quasi-professional ensembles directed by conductors with international reputations to less ambitious groups led by students. In addition to the student societies and groups there are workshops and masterclasses for musicians, Conducting, Concerto and Composition Competitions, Choral Awards and an Instrumental Awards Scheme for Chamber music.

The Centre of Music Performance sits at the heart of this vibrant music scene, increasing connectivity, establishing new affiliations and networks within the university. It curates and promotes an inspiring and ambitious programme of concerts and events, spearheading initiatives and programmes to generate an environment in which innovative and specialist musical endeavours can flourish.

# Terms of Appointment

## Tenure and probation

Appointment will be made on a permanent basis.

Appointments will be subject to satisfactory completion of a three-month probationary period.

## Hours of Work and Working Pattern

The hours of work for the position are 21.9 hours per week.

The role requires a substantial amount of evening and weekend work, principally during termtime, for which offset hours are worked

## Pension

You will automatically be enrolled to become a member of CPS (Contributory Pension Scheme) – a defined benefit and defined contribution pension scheme. For further information please visit: [www.pensions.admin.cam.ac.uk/](http://www.pensions.admin.cam.ac.uk/).

## Annual leave

Full time employees are entitled to annual paid leave of 36 days inclusive of public holidays. For new part-time employees, annual leave will be pro rata'd based on days worked.

## General information

### Pre-employment checks

#### Right to work in the UK

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it.

**Health declaration** Once an offer of employment has been made the successful candidate will be required to complete a work health declaration form.

#### Qualifications

The person specification for this position lists qualifications that are essential and/or desirable. Please note that if you are offered the post you will be asked to provide your relevant original certificates of these qualifications.

#### References

Offers of appointment will be subject to the receipt of satisfactory references.

#### Information if you have a disability

The University welcomes applications from individuals with disabilities. We are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable

applicants to compete to the best of their ability wherever it is reasonable to do so and, if successful, to assist them during their employment.

Information for disabled applicants is available at <http://www.admin.cam.ac.uk/offices/hr/staff/disabled/>

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in the section provided for this purpose in the application form. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time.

If you prefer to discuss any special arrangements connected with a disability, please contact, the Department Administrator, who is responsible for recruitment to this position.



# The University

The University of Cambridge is consistently ranked one of the best universities in the world, achieving academic excellence through its Faculties, Departments and other Institutions, together with the 31 Colleges.

The University is renowned for its record of discovery and innovation. It is one of the great institutions, with a regional, national and global reach, attracting the very best and brightest minds. Our staff and students shape the world around us for the better: we attract and partner with like-minded people.

Whether contributing to the development of new anti-cancer drugs, adding to the understanding of how black holes are formed, revolutionising the study of ancient settlements, convening academic expertise to offer solutions to the climate crisis, or analysing public attitudes towards democracy around the world, the University's research is remarkable in its breadth, quality and impact. The University also sits at the heart of Europe's largest technology cluster and has catalysed more than 1,500 high-tech companies. And yet what inspires our 24,000 students and 13,000 staff is not what has already been achieved, but what is possible in the future.

The education and experience of our students, based on a partnership between the University's academic Departments and Faculties and the 31 Colleges, is second to none. Every student is a member of one of the Colleges, each a community of students, academics and staff drawn from across the University's comprehensive range of subject areas.





The University is a self-governing community, with a system for decision-making that provides a high degree of accountability and transparency to its members. Each Department and Faculty is part of one of six academic Schools, but each of them, and each individual academic, has a great deal of autonomy. The Colleges are independent and self-governing, working in a symbiotic relationship with the University.

The University has a number of Institutions that are independent of any Faculty or Department and are not part of the academic Schools. These include the Institute of Continuing Education (which provides high-quality education to adults throughout their lives), the Fitzwilliam Museum, Kettle's Yard (an historic house and gallery that holds important collections of modern art) and the University Library. In addition to their diverse contributions to University and public life, these non-School Institutions are also important centres of teaching and research.

Cambridge University Press & Assessment provides academic publishing, examinations and learning materials worldwide, supporting the dissemination of research, academic development at school and in higher education, and international student mobility. Legally, the Press & Assessment is a department of the University. It provides very important funds to invest in the academic purposes of the University.

The University has made truly remarkable contributions to the sum of human understanding, with breakthrough ideas and discoveries that have changed the way we understand ourselves, our planet, and the universe around us. Yet the global and national contexts in which it operates are fast-changing and increasingly filled with uncertainty. In a world that is becoming - politically, economically, socially, and technologically – ever more interconnected but even less equal, the University's mission – “to contribute to society through the pursuit of education, learning and research at the highest international levels of excellence” – has never been more relevant.



# About Us

**The University is one of the world's leading academic centres. It comprises 150 faculties and departments, together with a central administration and other institutions. Our institutions, museums and collections are a world-class resource for researchers, students and members of the public representing one of the country's highest concentrations of internationally important collections.**

The University has an annual income of £2 billion. Research income, won competitively from the UK Research Councils, the European Union (EU), major charities and industry, exceeds £500 million per annum and continues to grow.

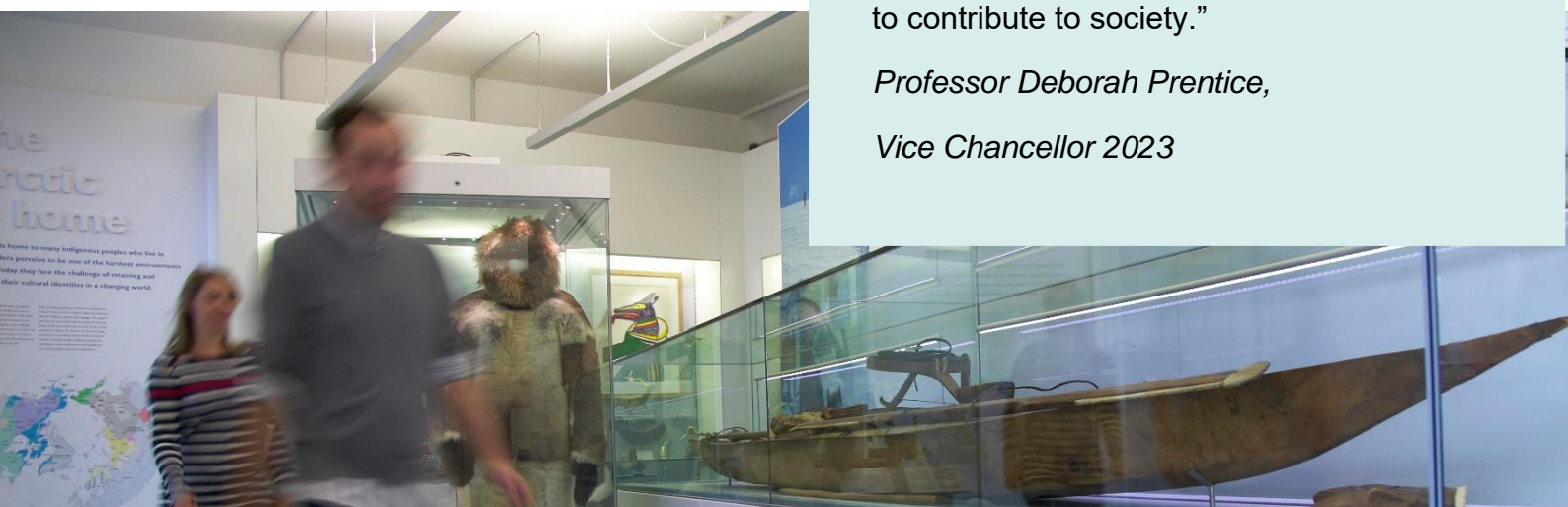
The Colleges and the University remain committed to admitting the best students regardless of their background and to investing considerable resources both in widening access and financial support. The 31 Colleges are self-governing, separate legal entities which appoint their own staff. Many academic staff are invited to join a College as a Teaching Fellow, which provides a further social and intellectual dimension. The Colleges admit undergraduate students, provide student accommodation and pastoral support and deliver small group teaching for undergraduates.

The University awards degrees and its faculties and departments provide lectures and seminars for students and determine the syllabi for teaching.

Our instinct for seeking out excellence and setting up enduring and mutually beneficial collaborations has led us to establish strategic partnerships across the globe. Whether it is the successful Cambridge-Africa Programme involving universities in Ghana, Uganda and elsewhere on the African continent; or the close association with the government of India to pursue new research in crop science; or the creation, with Germany's Max Planck Institutes, of a Cambridge-based centre for the study of ethics, human economy and social change – international partnerships are now an inextricable part of the University's make-up.

“Through its outstanding education, research and innovation, the University of Cambridge has made – and continues to make – a lasting contribution to human knowledge and is flourishing. By working at the University of Cambridge, you will be joining a vibrant community of students, scholars and professional services staff committed to supporting and enhancing the University's mission to contribute to society.”

*Professor Deborah Prentice,  
Vice Chancellor 2023*





# Working at the University

**Working at Cambridge you will join a diverse, talented and innovative community, with more than 24,000 students and over 13,000 staff from all walks of life and corners of the world.**

The University continually explores strategies to attract and retain the best people. It is committed to supporting its staff to achieve their best. We are a fair, diverse and inclusive society and we believe our staff are our greatest asset. There is strong commitment to developing institutional leadership and supporting and encouraging staff development at all levels.

The University offers a variety of roles including academic, research, professional, managerial and support roles. We also offer extensive benefits and excellent learning opportunities within a stimulating working environment.

The University's estate is undergoing the most significant transformation in its history. Cambridge has been able to create a science and technology campus to the west of the city centre, and is expanding further to the north west of Cambridge including investing in affordable homes for University key workers and community facilities. Even with their continued development, the University remains within walking or cycling distance across the campus. The University is a major partner on the Cambridge Biomedical Campus and continues to redevelop its historic city centre sites demonstrating a clear determination to ensure that we can offer the best facilities and opportunities for our staff and students.



## Equality, Diversity and Inclusion

The University has built its excellence on the diversity of its staff and student community. We aim to be a leader in fostering equality and inclusion, and in promoting respect and a sense of belonging for all. We encourage applications from all sections of society. All appointments are made on the basis of merit. We have an Equal Opportunities Policy, along with a range of diversity groups, including the Women's Staff Network, Race Equality Network and LGBT+ Staff Network. More details are available here:

<http://www.equality.admin.cam.ac.uk/>

The University has a bronze Race Equality Charter award, with a framework for improving the representation, progression and success of minority ethnic staff and students within higher education. Furthermore, the University's silver Athena swan award recognises and celebrates good practice in recruiting, retaining and promoting gender equality.



# Living in Cambridge

Cambridge is rich in cultural diversity. From beautiful University and College buildings, museums and art galleries, quaint gardens and punts on the River Cam, to a vibrant restaurant and café scene, our employees are surrounded by the wonderful features of this unique city.

You can find a wide-range of high street shops and 3 shopping centres, with independent alternatives at the historic market and nestled within the passageways in the city centre. You will find a cinema, bowling alley, a nightclub and various live performances at the Cambridge Leisure Park, with further entertainment options at the Corn Exchange, Arts Theatre and the ADC Theatre. Further information can be found on the Visit Cambridge website.

If you prefer the faster pace of life, London is a 45-minute train journey away. For those travelling from overseas, Stansted Airport is just 45 minutes away and Heathrow Airport under 2 hours away. The University is a short distance from a host of other attractions such as Ely Cathedral, Newmarket Races and various wildlife parks and stately homes. Cambridge is also within easy reach of the beautiful Broads and coastlines of Norfolk and Suffolk.

## Relocation Support

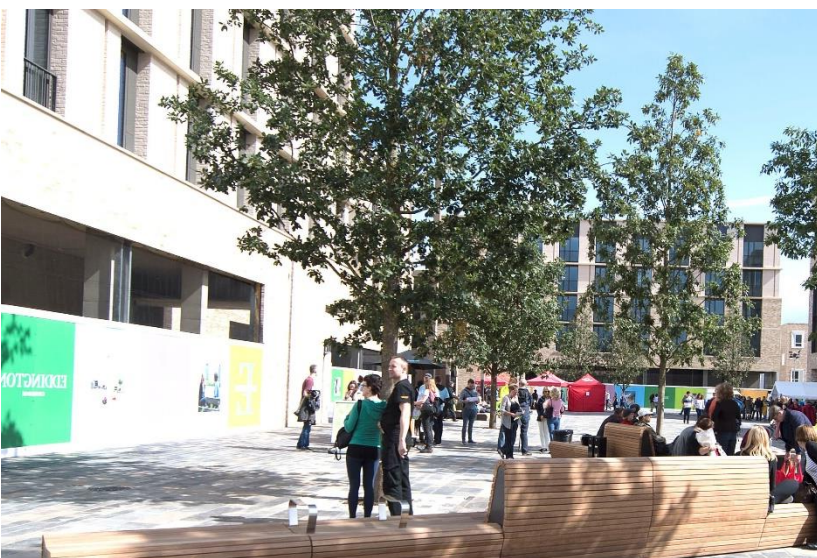
The University recognises the importance of helping individuals to move and settle into a new area. We provide support and guidance to those relocating internationally or domestically to take up a post at the University of Cambridge, liaising with other University offices and selected partners to ensure comprehensive relocation support is available. This includes: accommodation, childcare, schools, banking, immigration and transport. If you would like further information, please visit

<https://www.accommodation.cam.ac.uk/RelocationService/>. The Shared Equity Scheme and the Reimbursement of Relocation Expenses Scheme provide financial assistance to qualifying new members of

## Accommodation Service

The University Accommodation Service helps staff, students and visiting scholars who are affiliated to the University in their search for suitable accommodation in Cambridge. The dedicated accommodation team can provide access to a wide range of University-owned furnished and unfurnished properties, and has a database of private sector accommodation available for short and long-term lets. For further information and to register with this free service please visit:

<https://www.accommodation.cam.ac.uk/>



# What Cambridge can offer

**We offer a comprehensive reward package to attract, motivate and retain high performing staff at all levels and in all areas of work.**

The University offers a wide range of competitive benefits, from family leave entitlement, to shopping and travel discount schemes. Our generous annual leave package contributes to the positive wellbeing of our University employees. Sabbatical leave enables academics to focus on research and scholarship, whilst still maintaining their full salary. The University also has a [career break scheme](#) for academic and academic-related staff, with additional flexible working policies for all other staff.



## Pay and benefits

The University salary structure includes automatic service-related pay progression in many of its grades and an annual cost of living increase. In addition to this, employees are rewarded for outstanding contribution through a number of regular pay progression schemes. The University offers attractive pensions schemes for employees, with an additional benefit of a salary exchange arrangement providing tax and national insurance savings.

## CAMbens employee benefits

The University offers employees a wide range of competitive benefits, known as CAMbens. CAMbens offers something for everyone across a range of categories, including:

- Financial Benefits, including shopping discounts (both local and national) and a Payroll Giving scheme;
- Relocation and Accommodation Benefits, including relocation assistance and interest-free Rental Deposit Loans;
- Travel Benefits, including Cycle to Work, discounts on train season tickets and interest-free Travel to Work loans;
- Family Friendly and Lifestyle Benefits, including support with childcare and family friendly policies;
- Health and Wellbeing Benefits, including a University Staff Counselling Service, discounts at the University Sports Centre, and other local gyms, and healthcare schemes.





# What Cambridge can offer

## Family-friendly policies

The University recognises the importance of supporting its staff. We have a range of family-friendly policies to aid employees' work-life balance including a generous maternity, adoption and shared parental leave entitlement of 26 weeks' full pay, and paid emergency leave for parents and carers.

Other family-friendly support includes:

Our highly regarded workplace nurseries, a childcare salary exchange scheme and a high-quality holiday Playscheme are available to help support University employees with caring responsibilities (subject to demand and qualifying criteria). Further childcare information can be found here:

<https://www.childcare.admin.cam.ac.uk/>

The Newcomers and Visiting Scholars Group (<https://www.nvs.admin.cam.ac.uk/>) is an organisation within the University that welcomes the partners and families of visiting scholars and new members of the University. Run by volunteers, the group offers opportunities to visit interesting Cambridge venues, learn about the community, take part in social events and gain local knowledge while developing a strong support network of both residents and other newcomers.

## Your wellbeing

The University's Sport Centre, Counselling Services and Occupational Health are just some of the support services available to University employees to promote their physical and mental wellbeing. The University delivers The Festival of Wellbeing annually, which is a programme of stimulating talks and activities, which aim to promote wellbeing and good mental and physical health. The University also hosts the [Cambridge Festival](#), which is a great opportunity to get your first taste of public engagement, through volunteering, supporting hands-on activities or proposing a talk.

## Development opportunities

We support new employees to settle in through various activities as well as supporting their professional and career development on an ongoing basis. Our Personal and Professional Development (PPD) team provide development opportunities for all University employees, including face-to-face sessions, online learning modules and webinars. All employees also have unlimited access to LinkedIn Learning to support their development. Both new and existing employees can undertake funded Apprenticeships, which lead to a range of vocational and professional qualifications. We offer reduced staff fees for University of Cambridge graduate courses and the opportunity to attend lectures and seminars held by University departments and institutions. A range of University training providers also offer specialist learning and development in their own areas e.g. teaching and learning, digital literacy, finance, health and wellbeing, safety.





# How to apply

Applications should be submitted online via the University of Cambridge jobs page [www.jobs.cam.ac.uk](http://www.jobs.cam.ac.uk) by clicking “Apply online” in the job advert. You will need an email address to register for our online system.

Conversations about flexible working are encouraged at the University of Cambridge. Please feel free to discuss flexibility prior to applying (using the contact information below) or at interview if your application is successful.

Informal enquiries about the role should be directed to Simon Fairclough, Director for the Centre for Music Performance, email: [snf25@cam.ac.uk](mailto:snf25@cam.ac.uk)

If you have any queries regarding the application process, please contact: Karin Kuchta, HR Coordinator, email: [csihr@admin.cam.ac.uk](mailto:csihr@admin.cam.ac.uk)

The closing date for applications is: 23:59, Monday 26 May 2025

The interview date for the role is: Thursday 29 May 2025, via MS Teams.

