



Job Description

College/Management Unit	UCD College of Arts and Celtic Studies
School/Unit	UCD School of Music
Post Title & Subject Area	Artistic Director, UCD Philharmonic Choir
Post Duration	Two year, temporary part-time appointment (equal to 0.12fte)
Grade	Non-Scale
Reports to	Head of School or nominee
HR Reference No.	007509
HR Administrator	Adrian Woods / Steven Kelly

Position Summary

Artistic Director of the UCD Philharmonic Choir is responsible for organising and administering UCD's student choir, in addition to directing rehearsals and concert performances and teaching a module (the Philharmonic Choir) in each semester. The post requirements are: 1. to coordinate the Choir as a module within the UCD School of Music; 2. to foster and develop vocal performance. The Conductor will liaise with the directors of UCD's other performing groups (UCD Choral Scholars, Symphony Orchestra, and Gamelan Ensemble) in the preparation of an annual programme of musical events. The choir may be invited to perform works with the Symphony Orchestra and it is expected that the choir will perform at least one concert in each semester.

Fixed salary: €44,692 p.a. pro-rata (non scale).

Note: On a part-time basis this equates to a payment of €5,363 annually.

Principal Duties and Responsibilities

- Organise the recruitment, auditioning and selection of choir members at the start of each semester.
- Take responsibility for the organisation, programming and rehearsal of concerts.
- Coordinate all aspects of the assessment and grading of students taking the choir as a module.
- Organise a rehearsal schedule for each semester that incorporates sufficient preparation time.
- Oversee the publicity and advertising for each concert.
- Work closely with academic staff and the performance directors as and when appropriate.
- Participate to the fullest extent in the musical life of the School of Music and the University
- Undertake any other duties as assigned by the Head of School or nominee.

Selection Criteria

Selection criteria outline the qualifications, skills, knowledge and/or experience that the successful candidate would need to demonstrate for successful discharge of the responsibilities of the post. Applications will be assessed on the basis of how well candidates satisfy these criteria.

Mandatory

- Third-level degree in music.
- At least two years' previous experience of choral conducting.
- Experience working with professional and student musicians.
- Excellent communication skills and ability to lead a team.

- Evidence of accomplished musicianship in prior professional activity.
- Ability to show initiative in programming.
- Ability to work constructively with other parties when dealing with venues, hospitality, soloists and other ensembles.

Desirable

- Separate conducting qualification, such as a diploma through a recognised conservatory or examining body.
- Ongoing conducting study with professional conductors.
- Participation in intensive conducting master classes with profile conductors.
- Experience conducting professional groups.
- Previous experience as a professional musician.
- Third-level teaching experience.

Further Information for Candidates

Supplementary information

The University:	http://www.ucd.ie/aboutucd.htm
UCD College of Arts and Celtic Studies:	http://www.ucd.ie/artsceltic/
UCD School of Music:	http://www.ucd.ie/music/index.html
Other (Please specify):	N/A

Relocation Expenses

- Will not apply

Informal Enquiries ONLY to:

Name:	Dr. Jaime Jones
Title:	Head of School
Email address:	jaime.jones@ucd.ie
Telephone:	01 716 8325

Particular to this position

Conditions specific to this post (if any):

- Availability to work evenings and weekends due to nature of rehearsal times and concerts.
- Availability to work extra hours in accordance with the demands of the post.
- Formal dress for concert performances essential.

Eligibility to compete and certain restrictions on eligibility

Incentivised Scheme for Early Retirement (ISER)

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

Department of Health and Children Circular (7/2010)

The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider public service or in a body wholly or mainly funded from public moneys. The

same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. People who availed of either of these schemes are not eligible to compete in this competition.

Collective Agreement: Redundancy Payments to Public Servants

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public service by any public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility) and the Minister's consent will have to be secured prior to employment by any public service body.

Declaration

Applicants will be required to a Pre-Employment Declaration to confirm whether they have previously availed of a public service scheme of incentivised early retirement and/or the collective agreement outlined above. The above represents the main schemes and agreements restricting a candidate's right to be re-employed in the public service. However it is not intended to be an exhaustive list and candidates should declare details of any other exit mechanism they have availed of which restricts their right to be re-employed in the public service. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

Superannuation and Retirement

The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the University, at the time of being offered an appointment. In general, and except for candidates who have worked in a pensionable (non-single scheme terms) public service job in the 26 weeks prior to appointment (see paragraph d below), this means being offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme"). Key provisions attaching to membership of the Single Scheme are as follows:

a. Pensionable Age

The minimum age at which pension is payable is 66 (rising to 67 and 68) in line with State Pension age changes.

b. Retirement Age:

Scheme members must retire at the age of 70.

c. Pension Abatement

- If the appointee was previously employed in the Civil Service or in the Public Service please note that the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 includes a provision which extends abatement of pension for all Civil and Public Servants who are re-employed where a Public Service pension is in payment. This provision to apply abatement across the wider public service came into effect on 1 November 2012. This may have pension implications for any person appointed to this position who is currently in receipt of a Civil or Public Service pension or has a preserved Civil or Public Service pension which will come into payment during his/her employment in this position.
- Department of Education and Skills Early Retirement Scheme for Teachers Circular 102/2007
The Department of Education and Skills introduced an Early Retirement Scheme for Teachers. It is a condition of the Early Retirement Scheme that with the exception of the situations set out in paragraphs 10.2 and 10.3 of the relevant circular documentation, and

with those exceptions only, if a teacher accepts early retirement under Strands 1, 2 or 3 of this scheme and is subsequently employed in any capacity in any area of the public sector, payment of pension to that person under the scheme will immediately cease. Pension payments will, however, be resumed on the ceasing of such employment or on the person's 60th birthday, whichever is the later, but on resumption, the pension will be based on the person's actual reckonable service as a teacher (i.e. the added years previously granted will not be taken into account in the calculation of the pension payment).

- Ill-Health-Retirement

Please note that where an individual has retired from a Civil/Public Service body on the grounds of ill-health his/her pension from that employment may be subject to review in accordance with the rules of ill-health retirement within the pension scheme of that employment.

d. Prior Public Servants

While the default pension terms, as set out in the preceding paragraphs, consist of Single Scheme membership, this may not apply to certain appointees. Full details of the conditions governing whether or not a public servant is a Single Scheme member are given in the Public Service Pensions (Single Scheme and other Provisions) Act 2012. However the key exception case (in the context of this competition and generally) is that a successful candidate who has worked in a pensionable (non-single scheme terms) capacity in the public service within 26 weeks of taking up appointment, would in general not become a member of the Single Scheme. In this case such a candidate would instead be offered membership of the UCD Pension Scheme. This would mean that the abatement provisions at (c) above would apply, and in addition there are implications in respect of pension accrual as outlined below:

e. Pension Accrual

A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one existing public service pension scheme would apply. This 40-year limit, which is provided for in the Public Service Pensions (Single Scheme and other Provisions) Act 2012 came into effect on 28 July 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

f. Pension-Related Deduction

This appointment is subject to the pension-related deduction in accordance with the Financial Emergency Measure in the Public Interest Act 2009.

For further information in relation to the Single Public Service Pension Scheme for Public Servants please see the following website: <http://www.per.gov.ie/pensions>.