

DEPUTY CURATOR AND OPERATIONS MANAGER

Museum

Grade 9, Full-time, Permanent

Job reference number: 108-26



Applicant Information Pack

Closing date

9am Friday 30 October 2026

Late or incomplete applications will not
be submitted to the Shortlisting Panel

Interview date

Stage 1: Friday 20 November 2026 online
Stage 2: 25-27 November 2026 in person

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Job Description

Job title	Deputy Curator and Operations Manager
Department	Museum
Grade	9
Hours of work	Full-Time (1FTE)
Contract type	Permanent
Responsible to	Curator
Responsible for	Learning & Participation Officer, Digital Access Officer, Museum Operations & Administration Assistant, Museum Operations Assistant, Museum Conservator, Administrator
Liaises with	Internal Estates, ICT, Marcomms, Performance & Programming External Off-site storage facilities, Suppliers, Services
Job overview	The Deputy Curator and Operations Manager coordinates the day to day running of the museum and the management of its collections on and off site – including overseeing the activity of a team of six people, applying and improving museum policies and plans and maintaining professional standards compliant with national regulations and international best practice. They have an active role in the development of the Museum Forward Plan and its delivery in the areas of public engagement, collection management (including digital assets) and providing a service to the internal (RCM staff and students) and external communities and deputise for the Curator when necessary.

Key Responsibilities

These include:

Management and planning

- Collaborate with the Curator in the development of the Museum and WCMM Forward Plan and to monitoring, benchmarking and reporting exercises for internal and external bodies.
- Line managing the Museum Team, developing and delivering the Museum Strategy and Forward Plan in a timely and cost-effective manner and ensuring that internal and external targets are met.
- Being responsible for the coordination of public access to the Museum and Collections to internal (RCM) and external users and coordinating the Museum team to expand audiences and access both on site and digitally.
- Coordination the Museum activities across Collection Care, Digital Resources, Internal and External Access, Learning and Participation and Research.
- Manage the deployment of paid and volunteer staff and other support staff within the RCM Museum.
- Make sure that the Museum operates in accordance with ACE Accreditation regulations and draft the Museum's Accreditation and HEMG returns, coordinating with colleagues in gathering information and authoring documents.
- Coordinating and drafting the Museum's Annual Report, the UK-RI HEMG (Higher Education Museums and Galleries Fund) monitoring return and other reporting exercises as required.
- Managing the Museum operational budget and overseeing that all financial operations are undertaken in compliance with RCM regulations.

- Preparing and submitting applications to secure external funding for the Museum.
- Participating in departmental meetings and serving on working committees, including representing the Museum on Professional Services Committee and Disaster Recovery Committee and deputising for the Curator when necessary.

Collection care

- Manage all aspects of collections care, following and implementing ACE Spectrum guidelines and national and international standard and best practice.
- Manage the collection's documentation, archives, preservation, handling, copyright, security, CMS management, and insurance.
- Supervise the storage and preservation of collections' objects on and off site in collaboration with the Museum Conservator.
- To be responsible for the security arrangements and compliance with insurance requirements for the entire collection.
- To be responsible for the management of national and international loans, develop appropriate protocols and courier items for temporary exhibitions.

Access and audience development (internal and external)

- Oversee Museum gallery and spaces and coordinate actions to guarantee a high standard in maintenance and public facing profile across the permanent and temporary exhibition spaces, Weston Discovery Centre and Wolfson Centre.
- Develop and improve the display and interpretation of the Museum, in collaboration with the Curator.
- Develop the concert and educational activities of the Museum, with the support of the Learning & Participation Officer.
- Support the College's access agenda through public engagement and education initiatives.
- Develop and deliver plans to grow and further diversify the RCM Museum's audience.
- Be responsible for the engagement of the Museum with RCM Programmes and Performing priorities, playing a proactive role in the engagement of professors and students.
- Nurture collaboration with the Library to develop the College's wider Special Collections.
- Oversee the functioning and updating of on-site digital and physical resources and interactives to maximise visitors' engagement and enjoyment of the display, in collaboration with the Digital Access Officer.
- Oversee the maintenance and expansion of the Museum online digital resources and the continuation of the digitisation plan.
- Lead the development of new and revised online digital resources, including social media content, to expand the Museum's digital footprint and increase and differentiate audiences.
- Managing – in collaboration with external agencies – copyright permissions for collections, exhibitions, and archives for internal and external publication requests.

Carrying out other such duties as the Curator might reasonably require, consistent with the grade of the post.

Special Factors

- The position will require some flexibility in working time for occasional special events.
- The nature of this role means a full-time onsite presence is required. Occasional remote working may be possible where operationally feasible and agreed in advance with the Curator.

Person Specification

Applicants should demonstrate in their supporting statement how their qualifications, experience, skills and training fit each of the criteria below.

Criteria	Description	Essential / Desirable	How Criteria Are Tested
Qualifications	Degree in Museum Studies or equivalent professional experience	Essential	AF
	Project management qualification	Desirable	AF
Experience, Skills & Knowledge	Significant experience of management in a museum or comparable organisation	Essential	AF
	A keen interest in music and musical heritage	Essential	AF, INT
	Experience with team management	Essential	AF, INT
	Experience with managing budgets	Essential	AF, ST
	A track record of delivering projects on time and on budget	Essential	AF, INT
	Familiarity with ACE Accreditation procedures	Essential	AF, INT
	Familiarity with HEIs	Desirable	AF, INT
	Familiarity with team/project management software and resources	Desirable	AF, ST
	Awareness of security regulations for public spaces	Desirable	AF, INT
Personal Attributes	Well organised, reliable, able to deliver on time under pressure	Essential	AF, INT
	Personable and able to manage a small team within a larger institution	Essential	AF, INT
	Excellent communication skills	Essential	INT

AF = Application Form INT = Interview ST= Selection Test

The duties and responsibilities assigned to the post may be amended by the Curator within the scope and level of the post.

Terms & Conditions

Availability	The post is available from December 2026 and the postholder should ideally be available to start as early as possible.
Contract type	Permanent
Hours of work	This role is offered on a full-time basis. Full-time hours at the RCM are 35 hours per week and normal office working hours are 9.00am-5.00pm (with a one-hour lunch break), Monday to Friday.

Salary

RCM Pay Scale Grade 9, incremental points 39 – 44:

Spine points	Full-time salary*
39	£57,588
40	£59,167
41	£60,795
42	£62,469
43	£64,195
44	£65,969

*inclusive of London Weighting allowance

Appointments will normally be made to the first point of the grade, in accordance with the RCM Pay Policy. Staff are entitled to an annual increment each year on 1 August (dependent on 6 complete months' service) until they reach the top of the grade.

Payday is the 15th of each month or the last working day before this should the 15th fall on a weekend or bank holiday.

Visas/ Right to Work in the UK

If you have time limited permission to work in the UK you must provide full details on your Application for Employment form.

If you do not have permission to work in the UK but would be eligible to apply for a Visa you must state the applicable route on your Application for Employment form. We suggest you use the online tool provided by the government to explore your eligibility and options relating to Visas. [Visa Checking Tool](#)

Some applicants including prospective professors, may wish to explore the Global Talent Visa route. Further information about endorsement for this visa can be found on the [Arts Council](#) website.

This is a role for which the RCM may act as a sponsor for the Skilled Worker route.

Immigration Advisors

The HR department cannot act as immigration advisors however if you are an international student studying in the UK you can seek guidance from the [UK Council for International Student Affairs \(UKCISA\)](#). Alternatively the Office of the Immigration Services Commissioner (OISC) which regulates immigration advisers maintains a [list of approved Immigration Advisors](#).

DBS check

Not applicable for this post.

Probation

The post has a six-month probationary period.

Notice period

The appointment will be subject to termination by not less than three months' notice. Notice during probation will be seven days' notice by either party.

Pension

The Universities Superannuation Scheme (USS) is available for all administrative staff. Full details of the scheme can be found on the USS website: www.uss.co.uk. Arrangements exist for members to make additional voluntary contributions (AVCs).

Annual leave

Full-time staff are entitled to 245 hours of holiday per annum, plus public holidays.

The RCM is closed between Christmas and New Year each year, the three days in this week that are not bank holidays will come out of the postholder's annual leave allowance.

How to Apply

Closing date	9am Friday 30 October 2026 Applications received after the stated closing date will not be considered.
Interview date	Stage 1: Friday 20 November 2026 (online) Stage 2: 25-27 November 2026 (in person) Shortlisted candidates will be notified in due course. We communicate interview dates in advance to ensure candidates have adequate notice to make arrangements. Regrettably we are unlikely to be able to accommodate alternative interview dates.
To apply	To apply, please submit the following documents available on the RCM jobs page • Application Form • Equal Opportunities Form The above documents should be sent to recruitment@rcm.ac.uk by the stated closing date. We encourage applications by email however if you wish to post your application you must ensure this reaches us by the closing date. Late Application Forms, incomplete Application Forms, Application Forms submitted in a format other than Word or PDF and CVs without an Application Form will not be accepted.
Alternative formats	If you need to receive our recruitment documentation in a different format, such as large print or are not able to submit an application electronically, then please contact us to discuss your requirements.
Interview process	Interviews will take the form of a panel interview, normally comprised of three staff members however more senior positions may have larger panels. Details of the interview panel will ordinarily be included in the interview invitation. We will be happy to make any reasonable accommodations as part of this process. As part of the interview format you may be invited to take a brief tour of our facilities, details will be included in your interview invitation and we will be happy to accommodate accessibility requirements. A test or presentation may form part of the interview process and details will be provided in the interview invitation. We will be happy to make any reasonable accommodations as part of this process.

Staff Benefits

Travel	Interest free season ticket loans are available to cover the cost of a 12-month season ticket between a member of staff's residence and the RCM. The loan will be repayable by deduction from salary over a period of 12 months or on leaving the employment of the RCM, if earlier. We offer a Cycle to Work Scheme via CycleScheme.
Events	There is a range of concerts taking place at the RCM throughout the weeks, staff are entitled to one free ticket per charged concert (excluding Opera and non-RCM promotions), and unlimited tickets

for non-charged concerts.

Eye tests & hearing tests	The RCM will cover the cost of an annual standard eyesight test (normally up to £25) and contribute £50 towards the cost of glasses, provided that they are for use with VDUs. We will also cover the cost of hearing tests.
Employee Assistance Programme	All RCM staff can get free and confidential advice from Confidential Care (CiC). The service is open 24 hours per day, 365 days per year, by telephone or via the web.
Professional Development	The RCM is committed to the support of training and professional development for all members of staff and a range of opportunities are available.

About Us

The College	Opened in 1883 by the then Prince of Wales, the Royal College of Music (RCM) is a world-leading music conservatoire with a prestigious history and contemporary outlook. The RCM is a vibrant community of talented and open-minded musicians, with over 900 students from more than 60 countries studying at undergraduate, masters' or doctoral level in the Senior College throughout the week and 300 students on a Saturday in the Junior Department. Former students of the RCM hold key roles in music and the arts in all parts of the world - as performers, teachers, composers, conductors and animateurs. The RCM was ranked as the No. 1 institution in the UK and Europe, and second globally, for both Music and Performing Arts in the 2026 QS World University Rankings by Subject. The College has held global first and second positions in Performing Arts for five successive years, while Music is a new subject introduced to the rankings in 2024.
Staff	The RCM has over 250 members of professorial (teaching) staff and over 100 teachers in the Junior Department - the majority of whom are busy professionals with worldwide reputations, who include teaching among the various musical activities that they regularly undertake. Their work, and the work of the College as a whole, is supported by a team of over 100 administrative staff.
Location	The RCM benefits from its particular location in South Kensington - one of the most attractive and interesting parts of central London. The area is well-served by public transport: South Kensington tube station is within ten minutes' walk; several bus routes pass the Royal Albert Hall. Kensington Gardens and the renowned museums of Exhibition Road, the Natural History Museum, the Victoria & Albert Museum and the Science Museum, are only a short walk away; Imperial College of Science, Technology & Medicine is next door; the Royal College of Art and the Royal Albert Hall are just across the road. The area, known originally as Albertopolis, emerged as a location for national institutions in the arts and sciences after the Great Exhibition of 1851 largely because of the enthusiasm of Prince Albert. Relationships with neighbouring institutions are friendly and supportive.
Department / Faculty	The Royal College of Music Museum maintains one of the richest and most relevant collections of music-related objects in the UK and Europe. Standing in excess of 14,000 items, it represents a range of music-making activities over a period of more than five centuries. As an interactive space, the museum hosts regular performances by RCM musicians and the opportunity for visitors to create their own music in the Weston Discovery Centre. As well as musical

instruments, the Museum tells its story through art, including an iconic portrait of the opera singer Farinelli and a remarkable Tischbein featuring an instrument from the collection displayed alongside.

The Royal College of Music is an Equal Opportunities employer.

Professor Gabriele Rossi Rognoni
Curator, RCM Museum
October 2026

