

CHAMBER MUSIC MANAGER (MATERNITY COVER)

Performance & Programming

Grade 7, Part time (0.6FTE), Fixed Term contract

Job reference number: 307-26



Applicant Information Pack

Closing date

9am Monday 13 July 2026

Interview date

Thursday 23 July 2026

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

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Job Description

Job title	Chamber Music Manager (Maternity cover)
Department	Performance & Programming
Grade	7
Hours of work	Part Time (0.6FTE)
Contract type	Fixed Term to 10 September 2027
Responsible to	Head of Performance, Programming & Faculties
Responsible for	RCM Chamber Coordinator (with tasking input from Programming Manager)
Liaises with	<p>Internal</p> <p>Artistic Director Performance & Programming Heads of Faculty and Programmes Professorial staff Registry Finance Marketing Development & Alumni Engagement Creative Careers Centre Studios Library</p> <p>External</p> <p>Concert venues Guest artists</p>
Job overview	The Chamber Music Manager is responsible for managing and developing the chamber music activity programme at the RCM. This includes managing all of the registered RCM chamber groups and overseeing their coaching and mentoring by internal and visiting coaches. The role also serves as Module Leader for Chamber Music modules at the RCM.

Key Responsibilities

These include:

- Module Leader for Level 5, Level 6 and Level 7 RCM Chamber Music
 - Ensure all students taking the module register their chamber groups by the deadline
 - Work with BMus Coordinator and Head of Postgraduate Programmes to update module specifications
 - Ensure all students taking the module understand the requirements of the module and have access to coaches as required
 - Encourage students to explore music by under-represented composers
 - Mark the L5 and L6 Continuous Assessment element
 - Moderate L7 Professional Portfolios
- Formation and coaching of student groups
 - Oversee the formation and progress of all student chamber groups, liaising with student groups, professors, and chamber coaches
 - Organising termly 'Chamber Zone' coaching sessions
 - Responsible for the registration, monitoring and logging of all student chamber groups
 - Overseeing the process for arranging payments to chamber music coaches
 - Engage high level international chamber musicians and coaches for chamber classes, masterclasses and side-by-side activity at the RCM

- Manage and run the RCM Chamber Music Programme of Activity
 - Contribute to the RCM Chamber Music Activity planner
 - Manage the learn.rcm chamber pages and online chamber resources
 - Point of contact for intercollegiate chamber competitions and external chamber music residencies
- Manage the RCM chamber activity budget
 - Oversee the chamber music budget for payments to professors for chamber coaching
- Jointly line manage the RCM Chamber Coordinator (with Programming Manager)
- Manage and run the RCM bespoke ensemble schemes including the String Quartet Platform
 - Schedule annual auditions and book panel
 - Arrange coachings and performance classes with nominated chamber groups/coaches
 - Work with Artistic Director, Programming Manager and Assistant Head of Strings to devise programme of performance activity suitable for successful groups.

Special Factors

This role involves the requirement to work evenings and weekends, attendance at concerts and rehearsals will be appropriately shared by the Chamber Music Manager and Programming Manager and confirmed well in advance. Some variation to the normal working pattern will be expected to enable the post holder to accommodate evening and weekend work within the 0.6FTE across the term/academic year.

In normal circumstances - during term time - this role will be required to be onsite at the College for at least 2 days per week (or equivalent).

For fractional roles at Grade 7 and below, in exceptional circumstances and with the prior agreement of the Head of Performance, Programming and Faculties, additional hours may be paid at the standard rate.

Person Specification

Applicants should demonstrate how their qualifications, experience, skills and training fit each of the elements highlighted in this section.

Criteria	Description	Essential/ Desirable	How Criteria Are Tested
Qualifications	A relevant Higher Education qualification in music performance or equivalent	Desirable	AF
Experience	Previous experience of working in a classical music organisation	Essential	AF, INT
	Previous experience of working in an educational environment	Desirable	AF
	Ability to give timely and effective organisational support; to plan tasks, meet deadlines and prioritise effectively	Essential	AF, INT
	Previous experience of line management	Desirable	AF, INT
	Ability to build strong working relationships at all levels	Essential	AF, INT
Knowledge / Skills	Strong working knowledge of chamber music and associated performance requirements	Essential	AF, ST, INT
	Excellent communication and interpersonal skills	Essential	AF, ST, INT
	High level of accuracy and attention to detail	Essential	AF, ST, INT

	Highly proficient with MS Office, especially Excel, Word, Power Automate and Forms	Desirable	AF, INT
Personal Attributes	Welcoming, helpful and professional manner	Essential	AF, INT
	Enthusiasm and motivation; eagerness to learn new skills	Essential	AF, INT

AF = Application Form ST = Selection Test INT = Interview

The duties and responsibilities assigned to the post may be amended by the Head of Performance, Programming & Faculties within the scope and level of the post.

Terms & Conditions

Availability	The post is available from 2 September 2026
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Contract type	Fixed term to September 2027
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Hours of work	<p>This role is offered on a part time (0.6FTE / 21 hours per week) basis.</p> <p>Normal office working hours are 9.00am-5.00pm (with a one-hour lunch break), Monday to Friday. This role involves the requirement to work evenings and weekends, attendance at concerts and rehearsals will be appropriately shared by the Chamber Music Manager and Programming Manager and confirmed well in advance. Some variation to the normal working pattern will be expected to enable the post holder to accommodate evening and weekend work within the 0.6FTE across the term/academic year.</p>
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Salary	RCM Pay Scale Grade 7, incremental points 26 – 30:												
	<table border="1"> <thead> <tr> <th>Spine points</th> <th>Full-time salary*</th> </tr> </thead> <tbody> <tr> <td>26</td> <td>£39,608</td> </tr> <tr> <td>27</td> <td>£40,649</td> </tr> <tr> <td>28</td> <td>£41,727</td> </tr> <tr> <td>29</td> <td>£42,834</td> </tr> <tr> <td>30</td> <td>£43,975</td> </tr> </tbody> </table>	Spine points	Full-time salary*	26	£39,608	27	£40,649	28	£41,727	29	£42,834	30	£43,975
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*inclusive of London Weighting allowance

**as this is a part-time post, the postholder will receive a proportion of the full-time salary

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.
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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 **not** a role for which the RCM will 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 one month's 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 210 hours of holiday per annum, plus public holidays. Part time staff will receive a pro rata entitlement for annual leave.

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 Monday 13 July 2026

Applications received after the stated closing date will not be considered.

Interview date

Thursday 23 July 2026

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 amateurs. 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.

The Royal College of Music is an Equal Opportunities employer. The College is a non-smoking environment.

Flo Ambrose
Head of Performance, Programming & Faculties
June 2026

