

ASSISTANT PIANO TUNER

Keyboard Technical Services

Grade 4, Part time, Permanent

Job reference number: 308-26

Applicant Information Pack

Closing date

9am Friday 31 July 2026

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

Interview date

Wednesday 19 August 2026

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Job Description

Job title	Assistant Piano Tuner
Department	Keyboard Technical Services
Grade	5
Hours of work	Part Time (0.6FTE)
Contract type	Permanent
Responsible to	Head of Keyboard Technical Services
Responsible for	N/A, no line management responsibility
Liaises with	Internal RCM Students, professors, Keyboard Faculty, Registry, Performance and Programming, Head of Keyboard Technical Services, Senior Keyboard Technician. External N/A
Job overview	The Royal College of Music has the largest Keyboard Faculty of any conservatoire in the UK, boasting a wealth of high quality instruments. RCM Students can expect to receive individual lessons on Steinway, Fazioli and Bechstein grand pianos, and our impressive Blüthner Practice Suite holds 12 Blüthner pianos available for practice. Working with the Head of Keyboard Technical Services and the Senior Keyboard Technician, the Assistant Piano Tuner plays a vital role in ensuring that the quality of the keyboard collection as a learning and teaching resource is maintained to a consistently high standard by tuning and maintaining an extensive stock of upright pianos over various sites at the Royal College of Music.

Key Responsibilities

These include:

Tuning

- To keep the upright piano stock in tune and on pitch.
- Tune to a standard suitable for both teaching and practise.
- To organise a tuning personal schedule and book rooms accordingly.

Maintenance

- To replace broken strings.
- To recentre where necessary
- To deal with minor repairs when necessary.

Special Factors

- 7:00am starts would be advantageous, though not essential.

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	A recognised qualification in Piano Tuning and Maintenance	Essential	AF
Experience, Skills & Knowledge	The ability to tune aurally	Desirable	INT
	Professional experience of tuning beyond training.	Essential	AF
	The ability to organise a personal schedule.	Essential	INT
	The ability to carry out minor repairs and regulation.	Essential	INT
	Ability to plan tasks and to achieve deadlines; ability to work on own initiative and under pressure	Essential	AF, INT
	Excellent communication skills and the ability to engage with staff and students from a diverse range of backgrounds	Essential	AF, INT
	Proven IT and administrative skills	Essential	AF, INT
Personal Attributes	Welcoming, helpful and professional manner	Essential	AF, INT
	Enthusiasm and motivation; ability to work well as a member of a team	Essential	AF, INT

AF = Application Form INT = Interview ST = Selection Test

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

Terms & Conditions

Availability	The post is immediately available 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 part time (0.6FTE) basis. Full time hours at the RCM are 35 hours per week and normal office working hours are 7.00am-3.00pm (with a one hour lunch break)	
Salary	RCM Pay Scale Grade 4, incremental points 11 – 15:	
	Spine points	Full-time salary*
	11	£28,848
	12	£29,321
	13	£29,907

14	£30,488
15	£30,734

*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	<p>If you have time limited permission to work in the UK you must provide full details on your Application for Employment form.</p> <p>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</p> <p>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.</p> <p>This is not a role for which the RCM will act as a sponsor for the Skilled Worker route.</p>
Immigration Advisors	<p>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.</p>
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	<p>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.</p> <p>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.</p>

How to Apply

Closing date	9am Friday 31 July 2026 Applications received after the stated closing date will not be considered.
Interview date	Wednesday 19 August 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 <ul style="list-style-type: none"> • Application Form • Equal Opportunities Form <p>The above documents should be sent to recruitment@rcm.ac.uk by the stated closing date.</p> <p>We encourage applications by email however if you wish to post your application you must ensure this reaches us by the closing date.</p> <p>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.</p>
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 one hour tuning test will 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 one hundred 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.

Chris Moulton
Head of Keyboard Technical Services
June 2026

