

# ORCHESTRA MANAGER

Performance & Programming

Grade 7, Full-time, Permanent

Job reference number: 309-24

## Applicant Information Pack

---

### Closing date

9am Tuesday 4 June 2024

### Interview date

Wednesday 19 June 2024

### Contents

- Job Description
- Person Specification
- Terms & Conditions
- Staff Benefits
- About Us
- How to Apply

## Job Description

---

<b>Job title</b>	Orchestra Manager
<b>Department</b>	Performance & Programming
<b>Grade</b>	7
<b>Hours of work</b>	Full Time (1FTE)
<b>Contract type</b>	Permanent
<b>Responsible to</b>	Head of Performance, Programming & Faculties
<b>Responsible for</b>	Concert & Venue Manager Orchestra Coordinator Performance & Programming Assistant
<b>Liases with</b>	<b>Internal</b> Students, Artistic Director, Heads of Faculties & Programmes, Performance & Programming, Faculties Office, Library, Registry, Marketing, Box Office, Vocal & Opera department <b>External</b> Visiting conductors, Agents, Professional musicians, sectional & seminar tutors, Professional orchestras, External venues, National & International arts organisation
<b>Job overview</b>	The Orchestra Manager has overall responsibility for the delivery of the RCM orchestra and large ensemble programme. It is a crucial role in supporting the College's programme of public performances.

### Key Responsibilities

These include:

Develop and manage the RCM orchestra and large ensemble programme

- Responsible for the delivery of performances in the RCM orchestra and large ensemble artistic programme
- Develop the annual schedule for the RCM orchestra and large ensemble programme, with reference to all other departments to ensure manageable schedules for students and other performers

Manage student placements

- Oversee the annual orchestral audition process
- Work with the Heads of Faculty to produce and publish orchestra and large ensemble student placements
- Monitor the personnel of each ensemble, fixing replacements and booking extra players as required
- In the event of a tour, ensure all arrangements are in place for students travel and accommodation

Engage preparation conductors and sectional tutors

- Book orchestral conductors and coaches for orchestral sectional and large ensemble rehearsals
- Ensure timely payment for all work carried out by internal and external workers

Attend visiting conductors at the RCM

- Responsible for all of the arrangements for visiting conductors, including travel and attendance while they are at the RCM
- Ensure all conductors comply with the relevant RCM policies and procedures

Manage the RCM orchestra and large ensemble performance calendar – concert planning and detailed schedules

- Devise and manage the RCM orchestra large ensemble concert planning calendar including rehearsals and concerts
- Devise and manage the detailed rehearsal schedules
- Liaise with the Orchestral Librarian to ensure the parts and scores are ordered and available to collect in a timely fashion

Manage the RCM orchestra and large ensemble external concerts

- Manage the planning for RCM orchestra and large ensemble external concerts in collaboration with the Head of Performance, Programming & Faculties and Concert & Venue Manager

Maintain RCM relationships with relevant professional orchestras

- Manage the relationships and student sit-in schemes with London orchestras and arts organisations, including BBCSO, LSO, ENO, RPO and Philharmonia to promote the involvement of RCM students in their activities
- Under the direction of the Artistic Director, develop and manage projects with external arts organisations and promoters

Stage management for RCM orchestra and large ensemble performances

- Ensure that all concerts, rehearsals, performance events and set-ups are covered by the P&P team
- Ensure students, soloists and conductors are briefed on professional stage management and presentation
- Perform stage management duties when required

Module Leader for Level 7 Orchestral Performance

- Manage the L7 Orchestral Performance module Introductory lecture, seminars, side-by-side sessions and recordings
- Manage the collation and distribution of repertoire packs
- Advise students on how to improve their orchestral CVs
- Update the syllabus annually, responding to student and staff feedback

Oversee the Leave of Absence procedure for all students excluding vocal & opera

- Oversee the RCM Leave of Absence procedure and ensure timely communication at all stages of the process

Line management responsibilities

- Line manage the Concert & Venue Manager, Orchestra Coordinator, and P&P Assistant

## Special Factors

- The nature of this role will necessitate some evening and weekend work. Overtime or time off in lieu (TOIL) is payable with the prior sanction of the line manager for posts at grade 7 and below.
- This role will involve a significant amount of heavy lifting and manual handling

## 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
<b>Qualifications</b>	A relevant Higher Education qualification in music performance or equivalent	Essential	AF, INT
<b>Experience, Skills &amp; Knowledge</b>	Experience of managing a busy workload	Essential	AF, INT
	A knowledge of classical music, instruments and orchestral practice	Essential	AF, INT
	Experience of advance planning	Essential	AF, INT
	Working knowledge of a Conservatoire	Desirable	AF, INT
	Experience of line management	Essential	AF, INT, ST
	The ability to understand the practical implications of a musical score, particularly with regard to instrumentation and stage layout	Essential	AF, INT, ST
	Previous experience of working in an academic environment	Desirable	AF, INT
	Exceptional attention to detail	Essential	AF, INT, ST
	Practical experience of stage managing concerts	Essential	AF, INT
	Experience of using an online venue/room booking system	Desirable	AF, INT
	Fluency in Microsoft Office applications (eg. Outlook, Word, Excel) and Google Docs	Essential	AF, INT
<b>Personal Attributes</b>	The ability to lead a busy team and remain calm under pressure	Essential	AF, INT
	The ability to work proactively, flexibly and creatively	Essential	AF, INT
	A high level of interpersonal skills	Essential	AF, INT
	A commitment to recognising, valuing and celebrating diversity and to proactively advancing equality and inclusive practice in all areas of College life.	Essential	AF, INT

AF = Application Form INT = Interview ST = Selection Test

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

## Terms & Conditions

<b>Availability</b>	The post is available from Monday 1 July 2024
<b>Contract type</b>	Permanent
<b>Hours of work</b>	This role is offered on a full time (1FTE) 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. The nature of this role will necessitate some evening and weekend work.

**Salary** RCM Pay Scale Grade 7, incremental points 26 – 30:

Spine points	Full-time salary*
26	£37,334
27	£38,316
28	£39,331
29	£40,375
30	£41,451

\*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 15<sup>th</sup> of each month or the last working day before this should the 15<sup>th</sup> fall on a weekend or bank holiday.

**Work permit** All applicants must be permitted to work in the UK and hold a relevant work permit where necessary. This is not a role for which the RCM will act as a sponsor for a visa application.

**DBS check** Not applicable for this post.

**Probation** The post has a six months' probationary period.

**Notice period** The appointment will be subject to termination by not less than two 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](http://www.uss.co.uk). Arrangements exist for members to make additional voluntary contributions (AVCs).

**Annual leave** Full time staff are entitled to 210 hours (equivalent to 30 days) 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.

## Staff Benefits

---

<b>Travel</b>	<p>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.</p> <p>We also offer a tax-free bicycle loan under a similar repayment scheme.</p>
<b>Events</b>	<p>There is a range of concerts taking place at the RCM throughout the year. Staff are entitled to one free ticket per charged concert (excluding Opera and non-RCM promotions), and unlimited tickets for non-charged concerts.</p>
<b>Eye tests &amp; hearing tests</b>	<p>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.</p>
<b>Employee Assistance Programme</b>	<p>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.</p>
<b>Professional Development</b>	<p>The RCM is committed to the support of training and professional development for all members of staff and a range of opportunities are available.</p>

---

## About Us

---

<b>The College</b>	<p>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 global top institution for both Music and Performing Arts in the 2024 QS World University Rankings by Subject.</p>
<b>Staff</b>	<p>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.</p>
<b>Location</b>	<p>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 &amp; Albert Museum and the Science Museum, are only a short walk away; Imperial College of Science, Technology &amp; 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</p>

the enthusiasm of Prince Albert. Relationships with neighbouring institutions are friendly and supportive.

**Department** The Performance & Programming department is at the centre of College life facilitating many of the rehearsals and concerts that take place within the College and at external venues. The team is based in the Exchange, the student facing administrative hub of the RCM.

---

## How to Apply

---

To apply, please complete our **1) Application form** and **2) Equal Opportunities form**, available to download from the [RCM website](#), and submit in PDF or Word format by email to [recruitment@rcm.ac.uk](mailto:recruitment@rcm.ac.uk).

Please ensure that you include the Job Reference Number and state clearly the title of the post for which you are applying. CVs without an application form cannot be accepted.

**Closing date** 9am Tuesday 4 June 2024

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

**Interview date** Wednesday 19 June 2024

With some roles at the RCM second interviews may take place.

There will be a test for shortlisted candidates. Further details will be passed to shortlisted candidates in due course.

If you have any questions about this position or the application process please contact a member of the recruitment team on; [recruitment@rcm.ac.uk](mailto:recruitment@rcm.ac.uk). If you need to receive this documentation in a different format, such as large print, then please contact us to discuss your requirements.

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

Flo Ambrose  
Head of Performance, Programming & Faculties  
8 May 2024

