

CHAMBER MUSIC ASSISTANT

Performance & Programming

Grade 4, Full time, Permanent contract

Job reference number: 309-21

Applicant Information Pack

Closing date

9am Friday 1 October 2021

Interview date

Wednesday 13 October 2021

Contents

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

Job Description

Job title	Chamber Music Assistant
Department	Performance & Programming
Grade	4
Hours of work	Full Time (1FTE)
Contract type	Permanent
Responsible to	Chamber Music Manager
Responsible for	n/a
Liases with	Internal Performance & Programming; Heads of Faculties; Professorial staff and students; Faculties Office; Library; Marketing & Communications (including Box Office) External Concert Halls; Guest artists
Job overview	The Chamber Music Assistant assists the Chamber Music Manager in the running of the Chamber Music programme and Module. This includes creating programmes, administering concert applications, updating databases and stage management.

Key Responsibilities

These include:

Assist the Chamber Music Manager in the running of RCM Chamber Music activities

- Updating event management database
- Requesting and distributing music
- Producing project schedules
- Maintaining the RCM's virtual learning environment pages
- Provide administrative support for chamber music festivals
- Scheduling recording for performances via the RCM's Lecture Capture System

Administration of chamber group registration and coaching hours

- Maintaining chamber group database and updating personnel details
- Maintaining the coaching log, and transferring logged details to finance for payroll purposes
- Organising coaching for visiting ensembles and professors

Concert Programmes, programme notes and running orders

- Produce programmes for RCM chamber concerts
- Sourcing biographies, proof reading, commissioning of notes and typesetting information
- Assist the P&P Administrator with programme production

Concert and rehearsal management

- Stage and concert management
- Booking green rooms for RCM concerts
- Booking stewards for external venues
- Assist with any queries from general public audience

P&P general administration tasks

- Assist Performance & Programming with photocopying and music distribution
- Respond to student room booking requests
- Assist the P&P Administrator with instrument loans

Assist with College events

- Liaise with all relevant departments to assist with the organisation and running of larger-scale events

Special Factors

This role does involve the requirement to work evenings and weekends. The College offers Time Off in Lieu (TOIL) and overtime for any hours worked above the core 35 hours per week for posts at Grade 7 and below.

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 relevant Higher Education qualification in music or equivalent	Desirable	AF
Experience, Skills & Knowledge	Experience of concert management	Desirable	AF, INT
	Experience of writing simple promotional material, ideally for classical concerts	Desirable	AF, INT
	Interest in and knowledge of classical music	Essential	AF, INT
	Excellent proof-reading skills	Essential	AF, ST, INT
	Excellent computer skills (Microsoft Word, Excel, and some database knowledge)	Essential	AF, INT
	Working knowledge of chamber music and associated performance requirements	Desirable	AF, INT
	Interest in basic HTML, and experience of using Higher Education virtual learning platforms	Desirable	AF, INT
Personal Attributes	Welcoming, helpful and professional manner	Essential	AF, INT
	Enthusiasm and motivation; eagerness to learn new skills	Essential	AF, INT
	Ability to work well as a member of a team, under own initiative	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 Chamber Music Manager within the scope and level of the post.

Terms & Conditions

Availability	The post is available immediately
Contract type	Permanent
Hours of work	<p>This role is offered on a Full Time (1FTE) basis.</p> <p>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. This role does involve the requirement to work evenings and weekends. The College offers Time Off in Lieu (TOIL) and overtime for any hours worked above the core 35 hours per week for posts at Grade 7 and below.</p>

Salary

RCM Pay Scale Grade 4, incremental points 11 – 15:

Spine points	Full-time salary*
11	£24,089
12	£24,600
13	£25,140
14	£25,701
15	£26,278

*inclusive of London Weighting allowance

All offers will normally be made at the bottom of the salary range, 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.

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 one 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 210 hours (equivalent to 30 days) of holiday per annum, plus public holidays.

The RCM is closed between Christmas and New Year's 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

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 also offer a tax-free bicycle loan under a similar repayment scheme.

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 College 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 test.
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	Founded in 1882, 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 800 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 named top institution for performing arts in the UK and Europe and second in the world in the 2018 QS World University Rankings.
Staff	The College has over two hundred members of professorial (teaching) staff and over one hundred 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.
Department	Performance and Programming is responsible for planning and organising all concerts at the RCM, from chamber recitals through to full Symphony Orchestra concerts. The department is very much at the centre of College life, and all its members have regular contact with students, professors, and with the many distinguished guest artists who visit 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 to 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 Friday 1 October 2021**
Applications received after the stated closing date will not be considered.

Interview date **Wednesday 13 October 2021**

With some roles at the RCM second interviews may take place. Shortlisted candidates will be notified in due course.

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, by email on recruitment@rcm.ac.uk; If you need to receive this 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.

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

Chris Bell
Chamber Music Manager
September 2021

