

# MUSEUM LEARNING & PARTICIPATION OFFICER

Museum

Grade 7, Part time (0.6FTE), Fixed Term (12 months) contract

Job reference number: 100-23



## Applicant Information Pack

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### Closing date

9am Thursday 19 January 2023

### Interview date

Week commencing 30 January 2023

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## Job Description

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<b>Job title</b>	Museum Learning & Participation Officer
<b>Department</b>	Museum
<b>Grade</b>	7
<b>Hours of work</b>	Part Time (0.6FTE)
<b>Contract type</b>	Fixed Term (12 months)
<b>Responsible to</b>	Curator
<b>Responsible for</b>	n/a
<b>Liaises with</b>	<b>Internal</b> Curator; Digitisation & Documentation Officer; Museum Administrator; Museum Welcome Desk Assistants; Conservator; RCM Junior Programmes; Marketing and Communication Department; RCM Estates and Facilities teams; RCM Staff and Students <b>External</b> Local community and school networks; London and UK-wide museum and gallery networks; external partners and freelancers
<b>Job overview</b>	The Royal College of Music is seeking to engage a Museum Learning & Participation Officer (maternity cover) to manage, develop and deliver public formal and informal learning programmes and activities for the Royal College of Music Museum. The Museum has been re-open for just over one year following a substantial National Lottery funded redevelopment. The postholder will be expected to maintain and build new relationships with a range of audience groups, taking into consideration the Museum's wider audience development strategy. This role involves strategy, planning, delivery and marketing of public and engagement activities.

### Key Responsibilities

To manage, develop and deliver public formal and informal learning programmes and activities for the Royal College of Music Museum. To support and maintain internal and external engagement with this important historic collection, and reach wider audiences that will be core users of the newly reopened Museum. To develop learning and educational resources, including digital resources, for the Museum with a strategy for how users and potential users can interact with them. To coordinate and oversee the Museum's public communication and evaluation.

### Core duties

- Plan, implement, manage, and deliver the Museum's formal and informal learning programmes.
- Plan and coordinate evaluation of the Museum's learning programmes, activities and partnerships, including detailed monitoring and data collection and prepare regular progress reports for internal use
- Support the sustainability of the learning programmes with good financial management, maintaining accurate budgets and ensuring clear monitoring systems.
- Ensure good quality and effective communication for the Museum through multichannel marketing (in partnership with the RCM's marketing department), including overseeing content generation and monitoring of online listings and the Museum's pages on the RCM website

- Work alongside colleagues, volunteers, consultants and partners to develop new learning resources onsite, online and for outreach
- Manage and develop existing and new relationships, and undertake targeted outreach work as part of the Museum's audience development strategy
- Work with internal and external partners and freelancers to support the delivery of Museum activities, including the recruitment and training of RCM student musicians and learning & participation volunteers
- Coordinate consultation with internal and external stakeholders to test any developing Museum exhibition design, interpretation or resource
- Contribute to funding applications to support the Museums wider strategy and short & long- term forward plan
- Liaise with the other members of the Museum team to ensure good communication and smooth working across all areas of Museum life
- To carry out other such duties as the Curator might reasonably require, consistent with the grade of the post

## Special Factors

You may be required to work on occasional evenings or weekends as required, with time off in lieu.

## 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>	Relevant degree or equivalent experience	Essential	AF
<b>Experience, Skills &amp; Knowledge</b>	Appropriate knowledge of music and musical instruments	Essential	AF, INT
	Experience developing and delivering learning & participation programmes for a range of audiences	Essential	AF, INT, ST
	Experience working and communicating with a range of groups, abilities and ages	Essential	AF, INT, ST
	Strong, independent organisational skills	Essential	AF, INT
	Ability to deliver agreed outputs and targets to deadlines and budgets	Essential	AF, INT
	Excellent verbal and written communication skills	Essential	AF, INT, ST
	Experience working or volunteering within a museum context	Desirable	AF, INT
	Experience of working with or managing freelancers and volunteers	Desirable	AF, INT
	Experience of undertaking evaluation of programmes and activities and using results to inform planning	Desirable	AF, INT
ICT and social media literate, and familiar with the use of technology as a publicity tool	Desirable	AF, INT	

<b>Personal Attributes</b>	Excellent interpersonal and communication skills working with colleagues and members of the public at all levels	Essential	AF, INT, ST
	Ability to represent the Royal College of Music at external sites or networks	Essential	AF, INT
	A commitment to recognising, valuing and celebrating diversity and to proactively advancing equality and inclusive practice in all areas of RCM Museum life.	Essential	AF, INT
	Interest and working knowledge of classical music and/or higher education	Desirable	AF, 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

<b>Availability</b>	The post is immediately from 1 February 2023 and the postholder should ideally be available to start on this date due to planned activities taking place soon after the start date.													
<b>Contract type</b>	Fixed term (12 months)													
<b>Hours of work</b>	<p>This role is offered on a part time (0.6FTE) basis.</p> <p>Regular work days should be agreed with the Curator (i.e. Mon – Wed) and normal office working hours are 9.00am-5.00pm (with a one-hour lunch break). The role does require working on occasional evenings or weekends, with time off in lieu.</p>													
<b>Salary</b>	<p>RCM Pay Scale Grade 7, incremental points 26 – 30:</p> <table border="1"> <thead> <tr> <th>Spine points</th> <th>Full-time salary*</th> </tr> </thead> <tbody> <tr> <td>26</td> <td>£35,556</td> </tr> <tr> <td>27</td> <td>£36,491</td> </tr> <tr> <td>28</td> <td>£37,458</td> </tr> <tr> <td>29</td> <td>£38,453</td> </tr> <tr> <td>30</td> <td>£39,477</td> </tr> </tbody> </table> <p>*inclusive of London Weighting allowance  **as this is a part-time post, the postholder will receive a proportion of the full-time salary</p> <p>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.</p> <p>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.</p>		Spine points	Full-time salary*	26	£35,556	27	£36,491	28	£37,458	29	£38,453	30	£39,477
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<b>Work permit</b>	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.
<b>DBS check</b>	Not applicable for this post.
<b>Probation</b>	The post has a six months' probationary period.
<b>Notice period</b>	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.
<b>Pension</b>	The Universities Superannuation Scheme (USS) is available for all administrative staff. Full details of the scheme can be found on the USS website: <a href="http://www.uss.co.uk">www.uss.co.uk</a> . Arrangements exist for members to make additional voluntary contributions (AVCs).
<b>Annual leave</b>	Full time staff are entitled to 210 hours (equivalent to 30 days) of holiday per annum, plus public holidays (grades 1-7). 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.

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## Staff Benefits

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<b>Travel</b>	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.
<b>Events</b>	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.
<b>Eye tests &amp; hearing tests</b>	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.
<b>Employee Assistance Programme</b>	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.
<b>Professional Development</b>	The RCM is committed to the support of training and professional development for all members of staff and a range of opportunities are available.

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## About Us

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### 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 50 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 Performing Arts in the 2022 QS World University Rankings by subject.

### 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.

### Royal College of Music Museum

The Royal College of Music Museum houses one of the richest and most relevant collections of music-related objects in the UK and Europe. Visitors can discover the oldest guitar in the world, and explore fascinating displays of musical instruments, paintings and objects that cover more than five centuries of music-making. They can engage with the collection through a lively programme of concerts, events, tours and hands-on workshops, and learn more about these musical treasures through digital exhibitions and online resources. <https://www.rcm.ac.uk/museum/>

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## How to Apply

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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](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 Thursday 19 January 2022**

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

**Interview date****Week commencing 30 January 2023**

With some roles at the RCM second interviews may take place. In-person interviews are preferable, however remote interviews via Microsoft Teams/Zoom may be considered. Shortlisted candidates will be notified in due course.

There is a short pre-interview task for shortlisted candidates, to be presented at interview. 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 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.

Gabriele Rossi Rognoni  
Curator & Chair of Music and Material Culture  
January 2023

