

LIBRARY ASSISTANT

Library

Grade 5, Part time, Permanent

Job reference number: 114-24

Applicant Information Pack

Closing date

9am Monday 25 November 2024

Interview date

Wednesday 11 December 2024

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Job Description

Job title	Library Assistant
Department	Library
Grade	5
Hours of work	Part Time (0.6FTE, 21 hours per week)
Contract type	Permanent
Responsible to	Librarian
Responsible for	Supporting the administrative work of the library (including copyright and hire requests), dealing with user requests (including issuing & returning stock) and stockwork
Liases with	Internal Library colleagues Students Professors Administrative staff External Suppliers of library materials Visiting and remote researchers and enquirers Donors and potential donors
Job overview	The RCM Library supports students & staff in their studies. The main responsibilities of the Library Assistant include administering copyright and synchronisation rights for College recordings, dealing with user requests (including work on the circulation and enquiry desk) and stock work. The post holder is expected to deliver a high quality customer service as part of the wider library team.

Key Responsibilities

These include:

- To support the provision of all library loan and reference services, including shifts on the Library counter, enquiries from students, professors and researchers.
- To maintain administrative records associated with hire material, copyright and synchronisation (sync) rights.
- To liaise with the Orchestral Librarian and colleagues across the RCM (eg Studios and MarComms) to administer copyright queries for all RCM video content including recordings, broadcasts and marketing/promotional content.
- To liaise with rights holders (e.g. music publishers) to clear sync and other performing rights for all public video content to be hosted on YouTube (or similar services).
- To oversee any RCM videos uploaded to YouTube (or similar services) and manage any issues or disputes arising.
- To help liaise with publishers and other suppliers for the music not held in the RCM library, managing the relationship with publishers within industry good practice guidelines.
- To ensure the scores and parts are fit for purpose and copying as necessary.
- To help maintain records of performance material used for all orchestral and choral concerts within the College.
- To support the administrative work of the library in ordering and organising library supplies
- Support collection development in accordance with College and RCM Library priorities, including reviewing gifts and adding material to the library catalogue.
- To take the lead with the arrangement and sorting of the programme collection.

- To support the work of the College Archivist
- To help with user education of library resources.
- To train new members of staff.
- To train and supervise student assistants and work experience placements.
- To perform other library duties, within the scope of your grade, as requested by the Librarian.

Special Factors

- This post is for 21 hours per week during library opening hours. During term time, the post holder will be required to work until 7pm once a fortnight and some Saturdays, in accordance with a shift timetable.
- This work is physically demanding and does involve heavy lifting.

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	Educated to degree level, or equivalent	Desirable	AF
Experience, Skills & Knowledge	Good knowledge of printed music, including repertoire; music history and literature	Essential	AF/INT
	Good knowledge of copyright in relationship to music	Essential	AF/INT
	Computer literacy, including experience of library management systems and electronic resources	Essential	AF/INT
	Knowledge of YouTube and understanding of its dispute process	Desirable	AF/INT
	Experience of working in a music library	Desirable	AF
	Knowledge of foreign languages, especially with respect to music	Desirable	AF
	Appreciation of the safety and security of the collections	Desirable	AF
Personal Attributes	Ability to work well and flexibly with other staff	Essential	AF/INT
	Accuracy and attention to detail	Essential	AF/INT
	High level of interpersonal skills, in particular in balancing the encouragement and education of users with adherence to library guidelines and regulations.	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 Librarian within the scope and level of the post.

Terms & Conditions

Availability	The post is available from January 2025												
Contract type	Permanent												
Hours of work	<p>This role is offered on a part time (0.6 FTE/21 Hours per week) basis.</p> <p>This post is for 21 hours per week during library opening hours. During term time, the post holder will be required to work until 7pm once a fortnight and some Saturdays, in accordance with a shift timetable.</p>												
Salary	<p>RCM Pay Scale Grade 5, incremental points 16-20</p> <table><thead><tr><th>Spine points</th><th>Full-time salary*</th></tr></thead><tbody><tr><td>16</td><td>£30,465</td></tr><tr><td>17</td><td>£31,071</td></tr><tr><td>18</td><td>£31,784</td></tr><tr><td>19</td><td>£32,534</td></tr><tr><td>20</td><td>£33,350</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 15th of each month or the last working day before this should the 15th fall on a weekend or bank holiday.</p>	Spine points	Full-time salary*	16	£30,465	17	£31,071	18	£31,784	19	£32,534	20	£33,350
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Work permit	<p>All applicants must be permitted to work in the UK and hold a relevant work permit where necessary.</p> <p>This is not a role for which the RCM will act as a sponsor for a visa application.</p>												
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	<p>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).</p> <p>The RCM operates a salary sacrifice scheme for USS pension contributions, this is not automatic but employees may opt in.</p>												
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.

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 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 global top institution for both Music and Performing Arts in the 2024 QS World University Rankings by Subject. The College has held this world-leading place in Performing Arts for the three successive years, while Music is a new subject introduced to the rankings this year.
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.

Department

The RCM Library is one of the foremost music libraries in the UK, with exceptional, internationally renowned collections dating from the late 15th century onwards. These include significant archives of early printed music and manuscripts, as well as performing materials, recorded music and musical literature appropriate for the needs of students, staff and researchers. Primarily a resource for members of the College, both staff and students, the Library is also open to the public for reference and attracts researchers from all over the world. It provides services for loan, reference and research, listening, performance and advice and supplies material for orchestras, ensembles, choirs and classes.

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 Monday 25 November 2024**

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

Interview date **Wednesday 11 December 2024**

Shortlisted candidates will be notified 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. 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.

Peter Linnitt
Librarian
November 2024

