

# CONCERT & VENUE MANAGER

Performance & Programming

Grade 6, Full time, Permanent

Job reference number: 300-23

## Applicant Information Pack

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### Closing date

9am Tuesday 17 January 2023

### Interview date

Thursday 26 January 2023

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## Job Description

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Job title	Concert & Venue Manager
Department	Performance & Programming
Grade	6
Hours of work	Full Time (1FTE)
Contract type	Permanent
Responsible to	Orchestra Manager
Responsible for	n/a

## Liaises with

### Internal

Performance & Programming, Students, Studios, Facilities staff  
Percussion representative, Faculties office, Registry staff, External hire team,  
Junior department

### External

External venues  
Instrument hire companies

## Job overview

Performance and Programming is at the centre of College life and the Concert & Venue Manager is an vital role within the team, liaising with almost every department of the College to ensure events run smoothly. The Concert & Venue Manager works very closely with the Orchestra Manager and the Orchestra Coordinator on the orchestral performance programme, setting-up rehearsals and stage managing the majority of large ensemble and orchestra concerts including Symphony Orchestra, Philharmonic, Wind Orchestra, Jazz Orchestra, Wind Ensemble, Brass Ensemble and New Perspectives. The role involves working with students, staff and professors along with visiting artists and conductors including Sakari Oramo, Antonio Pappano, Vasily Petrenko, Martyn Brabbins, John Wilson and Jessica Cottis. The Concert & Venue Manager also works closely with the venue hire team to facilitate external hires and stage manage external performances.

## Key Responsibilities

These include:

- 1) Responsibility for backstage and stage preparation/planning for all RCM performance venues (excluding Britten Theatre), ensuring they are monitored on a daily basis:
  - Co-ordinate the planning and preparation of the Concert Hall, Performance Hall, Performance Studio, Recital Hall and other performance spaces for events at the RCM throughout the year
  - Liaise with P&P, Facilities, Faculties Office, Registry, External Hires and other RCM departments to ensure that performance venues are prepared for events and returned to standard set-up following the event
  - Lead on the updating of a master schedule that lists all rehearsal and performance activity taking place each day
  - Book green rooms for large ensemble and orchestra performances
  - Set out chairs and stands for all large ensemble and orchestra rehearsals and clear the stage as required
- 2) Stage management of orchestra and large ensemble rehearsals and concerts:
  - Be on duty as Concert Manager for all large ensemble and orchestra performances
  - Liaise with the Orchestra Manager to plan for the successful delivery of the concerts
  - Create stage plans for all concerts
  - Create concert schedules and green sheets for all large ensemble performances
  - Ensure the students are trained in the highest possible of standards of stage management for large ensemble concerts, masterclasses and other performance venue events
  - Liaise with the RCM studios on the recording of concerts and sessions and projects requiring studio support
- 3) Hire and preparation of instruments for performances:
  - Oversee the booking of large instruments (including pianos, harpsichords, harps) for rehearsals and performances
  - Liaise with the Keyboard Technician and Keyboard Assistant over the moving and tuning of keyboard instruments and physically move the instruments as required
  - Hire instruments as required, liaising with the Orchestra Manager and Chamber Music Manager
  - Ensure that students are correctly trained in moving instruments where appropriate
  - Coordinate organ tunings and maintenance
  - Order equipment to facilitate performances as required
- 4) Co-ordinate arrangements for student exam preparation in performance venues:
  - Ensure suitable venues and times are booked and instruments are available where requested
- 5) Run the weekly Operations Management Group
- 6) Orchestra and large ensemble touring logistics (when required):

- Devise and plan for RCM ensemble tours – both national and international – including visa applications where necessary, budget preparation, transport logistics, accommodation, subsistence, instrument supply and venue preparation

7) Monitoring health and safety:

- Responsibility for ensuring RCM Health and Safety principles and evacuation procedures are correctly followed in performance venues
- Responsibility for safety of performers onstage
- Responsibility for departmental risk assessments

8) Plan and deliver the annual Great Exhibitionists concert series:

- Encourage applications from students and sit on the selection panel
- Identify mentors to advise students on the curation of their performances
- Book rehearsal and performance spaces and support applicants in the run-up to their performances
- Assist in supporting students in the run-up to their performances

9) Assist in the delivery of external hires and performances

- Liaise with the External hires teams to find suitable dates for hire
- Liaise with the External hires team and external clients on set-ups and performances
- Run external hire performances

10) General Administration

- Respond to room booking requests and enquiries
- Assist the Orchestral team with the handout of music

## Special Factors

- This role will involve a significant amount of heavy lifting and manual handling
- This role will involve evening and weekend work for which, with prior agreement, time off in lieu can be claimed and overtime will be paid

## Person Specification

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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>Experience, Skills &amp; Knowledge</b>	The ability to understand the practical implications of a musical score, particularly with regard to instrumentation and stage layout	Essential	AF, INT, ST
	Practical experience of stage managing concerts	Essential	AF, INT
	Previous experience of working in an academic environment	Desirable	AF, INT
	A knowledge of classical music, instruments and orchestral practice	Essential	AF, INT
	The ability to undertake work of a practical nature	Essential	AF, INT, ST
	Experience of advance planning	Essential	AF, INT
	Exceptional level of accuracy and attention to detail	Essential	AF, INT, ST
	Experience of using an online venue/room booking system	Desirable	AF, INT
	Highly proficient with Microsoft Office applications (eg. Outlook, Word, Excel, Publisher)	Essential	AF, INT

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<b>Personal Attributes</b>	The ability to work proactively, flexibly and creatively	Essential	AF, INT
	The capacity and willingness to perform physical tasks including heavy lifting and manual handling	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 Orchestra Manager within the scope and level of the post.

## Terms & Conditions

<b>Availability</b>	The post is immediately available and the postholder should ideally be available to start as early as possible.													
<b>Contract type</b>	Permanent													
<b>Hours of work</b>	<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. Regular evening and occasional weekend work is a requirement of this role, for which time off in lieu can be claimed and overtime will be paid.</p>													
<b>Salary</b>	<p>RCM Pay Scale Grade 6, incremental points 20 – 24:</p> <table border="1"> <thead> <tr> <th>Spine points</th> <th>Full-time salary*</th> </tr> </thead> <tbody> <tr> <td>20</td> <td>£30,546</td> </tr> <tr> <td>21</td> <td>£31,277</td> </tr> <tr> <td>22</td> <td>£32,074</td> </tr> <tr> <td>23</td> <td>£32,907</td> </tr> <tr> <td>24</td> <td>£33,763</td> </tr> </tbody> </table> <p>*inclusive of London Weighting allowance</p> <p>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.</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*	20	£30,546	21	£31,277	22	£32,074	23	£32,907	24	£33,763
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<b>Work permit</b>	<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>													
<b>DBS check</b>	Not applicable													
<b>Probation</b>	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's 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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**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 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.

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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.

**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.

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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 Tuesday 17 January 2023**

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

**Interview date** **Thursday 26 January 2023**

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

There will be a test for shortlisted candidates for which no preparation is required.

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 committed to being an equal opportunities employer and to promoting a diverse and inclusive environment for staff, students and visitors.

The College is a non-smoking environment.

Christina Hancock  
Orchestra Manager  
December 2022

