

ORCHESTRA COORDINATOR

Performance & Programming

Grade 5, Full time, Permanent

Job reference number: 314-24

Applicant Information Pack

Closing date

9am Thursday 1 August 2024

Interview date

Wednesday 14 August 2024

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Job Description

Job title	Orchestra Coordinator
Department	Performance & Programming
Grade	5
Hours of work	Full Time (1FTE)
Contract type	Permanent
Responsible to	Orchestra Manager
Responsible for	n/a
Liaises with	Internal Students and professors; Heads of Faculties & Programmes; Performance & Programming; Faculties Office; Library & Registry Staff; Studios; Vocal & Opera department External Visiting conductors; Professional musicians, sectional & seminar tutors; Professional orchestras
Job overview	The Orchestra Coordinator is an important role within the Performance & Programming team, liaising with a wide range of internal and external contacts to assist with the effective management of rehearsals and concerts. The Orchestra Coordinator works closely with the Orchestra Manager and the Concert & Venue Manager to fulfil the College's performance programme of orchestral and large ensembles including Symphony Orchestra, Philharmonic Orchestra, Opera Orchestra, Wind Orchestra, Jazz Orchestra, Brass Ensemble, Wind Ensemble and the contemporary music platform New Perspectives.

Key Responsibilities

These include:

- Assisting the Orchestra Manager to coordinate the orchestral and large ensemble performance programme
 - Preparing, distributing and updating ensemble and orchestral lists and schedules
 - Booking players and seeking replacements in order to satisfy repertoire requirements
 - Overseeing ensemble and orchestral rehearsals
 - Monitoring attendance of all RCM ensembles and maintaining student attendance records
- Planning and running the annual orchestral auditions
 - Booking panel members and venues
 - Scheduling the students
 - Preparing and distributing the audition excerpts
 - Ensuring timely payment for panel members
- Preparing and distributing music
 - Liaising with the Orchestral Librarian to prepare scores and parts for students, sectional tutors and conductors in advance of rehearsal periods
- Stage management
 - Assisting the Concert & Venue Manager in setting up performance venues for rehearsals, concerts and events
 - Stage managing concerts as directed by the Concert & Venue Manager

- Orchestral Performance module administration
 - Reserving multiple venues for the programme of Orchestral Performance seminars
 - Booking guest tutors to run the seminars and Side-By-Side sessions
 - Liaising with tutors and postgraduate students on preparation requirements for the seminars
 - Preparing the module orchestral audition excerpt packs
- Working with the Orchestra Manager to maintain RCM relationships with professional orchestras
 - Liaising with London orchestras on details for student sit-in schemes including BBCSO, ENO, Philharmonia, RPO, COE and LSO
- Arrangements for sectional tutors and other visiting musicians
 - Ensuring visiting artists complete the correct forms for payment
 - Updating the monthly payroll spreadsheet and ensuring the data is correct
 - Supplying parts and scores as required
- Assisting with the Leave of Absence process when required
 - Collating Leave of Absence (LoA) requests
 - Replying to LoA requests in consultation with the Orchestra Manager, relevant Head of Faculty and relevant Head of Programme
- Organising Wind, Brass and Percussion repertoire sessions, Jazz Repertoire Sessions and smaller ensemble rehearsals as directed by the Orchestra Manager

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. This includes setting out and stacking chairs and music stands, manoeuvring heavy instruments such as pianos and harpsichords, and lifting heavy staging equipment.

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 degree in Music or equivalent experience	Essential	AF
Experience, Skills & Knowledge	Experience of managing a busy workload	Essential	AF, INT
	A knowledge of classical music, instruments, scores and orchestral practice	Essential	AF, INT
	Exceptional attention to detail	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
	Practical experience of stage managing concerts	Desirable	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
Personal Attributes	A high level of interpersonal skills	Essential	AF, INT
	The ability to work proactively, flexibly and creatively	Essential	AF, INT
	The ability to remain calm under pressure	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

Availability The post is immediately available and the postholder should ideally be available to start as early as possible.

Contract type Permanent

Hours of work 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.

Salary RCM Pay Scale Grade 5, incremental points 16 – 20:

Spine points	Full-time salary*
16	£29,578
17	£30,166
18	£30,858
19	£31,586
20	£32,378

*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 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 month 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 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

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 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.
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.

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 Thursday 1 August 2024**

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

Interview date **Wednesday 14 August 2024**

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. 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.

Flo Ambrose
Head of Performance, Programming & Faculties
July 2024

