

PROGRAMMING MANAGER

Performance & Programming

Grade 7, Part time (0.6FTE), Permanent

Job reference number: 305-25

Applicant Information Pack

Closing date

9am Wednesday 30 July 2025

Late or incomplete applications will not
be submitted to the Shortlisting Panel

Interview date

Tuesday 12 August 2025

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Job Description

Job title	Programming Manager
Department	Performance & Programming
Grade	7
Hours of work	Part Time (0.6FTE / 21 hours per week)
Contract type	Permanent
Responsible to	Head of Performance, Programming & Faculties
Responsible for	RCM Chamber Coordinator (jointly line managed with Chamber Music Manager)
Liaises with	<p>Internal Artistic Director, Performance & Programming, Heads of Faculty and Programmes, Professorial staff, Registry, Finance, Marketing, Development & Alumni Engagement, Creative Careers Centre, Studios, Library</p> <p>External Concert venues, Guest artists</p>
Job overview	The Programming Manager is responsible for programming and running small scale and chamber music performance activity at the RCM. This includes scheduling rehearsals, placing student performers, and programming regular concert series and high profile RCM chamber concerts and festivals.

Main Duties & Responsibilities

These include:

- Programme and manage small scale and chamber concerts, festivals, series and events
 - Develop and manage concerts and series internally, and with external arts organisations and venues, in conjunction with the Artistic Director
 - Develop and manage performance projects and events as directed by the Artistic Director, programming all concerts, booking RCM concert venues, coordinating rehearsals, and overseeing the production of programmes and publicity
 - Liaise with visiting guest artists ahead of side-by-side performances and work with wider Chamber team to deliver a suitable programme of events.
 - Jointly programme and plan RCM Chamber Festival and Strings Festival with wider Chamber team
 - Oversee the logistics of sending students to perform in external chamber concerts and festivals
 - Report to the Artistic Planning Committee
 - Fix students and ensembles to perform in the headline chamber concerts and arrange coaching sessions
 - Manage the RCM Chamber Music Activity planner
 - Liaise with the Development department, to ensure patrons and sponsors are invited to their sponsored students' concerts
 - Work with the Junior Fellows to plan and run their concerts in the second and third terms of the year, liaising termly about progress and goals.
- Oversee RCM's lunchtime and rush-hour concert series
 - Invite applications from students to perform a variety of internal and external concert series
 - Programme Lunchtime, Rush Hour and Elevenses concerts from student applications received and inform students
 - Work with Chamber Coordinator to programme St Mary Abbots and Austrian Cultural Forum concerts

- o Book RCM concert venues, green rooms and oversee the production of programmes and publicity
 - o Liaise with the external venues who host concerts
- Stage-manage small scale and chamber concerts
 - o Ensure smooth and professional running of all RCM chamber performances
 - o Organise the stage set-up and management of chamber concerts, working alongside RCM Chamber Coordinator and Student stage managers.
 - o Help to train the students in professional concert etiquette
 - o Oversee the RCM Chamber Coordinator to ensure accurate stage plans and green sheets, liaising with other college departments including marketing, facilities and catering
 - o Assist the P&P team in the stage management of concerts and other events where required
- Manage the RCM small scale and chamber performance budget
 - o Oversee the small scale and chamber budget in relation to performances (equipment hire, performance costs, visiting artists)
 - o Prepare annual budget forecast for small scale and chamber music performance programme

Special Factors

This role involves the requirement to work evenings and weekends, attendance at concerts and rehearsals will be appropriately shared by the Chamber Music Manager and Programming Manager and confirmed well in advance. Some variation to the normal working pattern will be expected to enable the post holder to accommodate evening and weekend work within the 0.6FTE across the term/academic year.

In normal circumstances - during term time - this role will be required to be onsite at the College for at least 2 days per week (or equivalent).

For fractional roles at Grade 7 and below, in exceptional circumstances and with the prior agreement of the Head of Performance, Programming and Faculties, additional hours may be paid at the standard rate.

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 performance or equivalent.	Desirable	AF
Experience, Skills & Knowledge	Previous experience of working in a classical music organisation	Essential	AF, INT
	Previous experience of working in an academic environment	Desirable	AF
	Ability to give timely and effective organisational support; to plan tasks, meet deadlines and prioritise effectively	Essential	AF, INT
	Previous experience of line management	Desirable	AF, INT
	Ability to build strong working relationships at all levels	Essential	AF, INT
	Experience of devising artistic programmes	Essential	AF, INT
	Knowledge of the professional recital and/or chamber music environment with connections to industry	Desirable	AF, INT
	Strong working knowledge of chamber music and associated performance requirements	Essential	AF, ST, INT
	Excellent communication and interpersonal skills	Essential	AF, ST, INT

	High level of accuracy and attention to detail	Essential	AF, ST, INT
	Highly proficient with MS Office, especially Excel, Word, Power Automate and Forms	Desirable	AF, INT
Personal Attributes	Welcoming, helpful and professional manner	Essential	AF, INT
	Enthusiasm and motivation; eagerness to learn new 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

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	<p>This role is offered on a part time (0.6FTE/ 21 hours per week) 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.</p>														
Salary	<p>RCM Pay Scale Grade 7, incremental points 26 – 30:</p> <table><tr><td>Spine points</td><td>Full-time salary*</td></tr><tr><td>26</td><td>£38,454</td></tr><tr><td>27</td><td>£39,465</td></tr><tr><td>28</td><td>£40,511</td></tr><tr><td>29</td><td>£41,586</td></tr><tr><td>30</td><td>£42,694</td></tr></table> <p>*inclusive of London Weighting allowance</p> <p>**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*	26	£38,454	27	£39,465	28	£40,511	29	£41,586	30	£42,694
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Visas/ Right to Work in the UK	If you have time limited permission to work in the UK you must provide full details on your Application for Employment form.														

If you do not have permission to work in the UK but would be eligible to apply for a Visa you must state the applicable route on your Application for Employment form. We suggest you use the online tool provided by the government to explore your eligibility and options relating to Visas. [Visa Checking Tool](#)

Some applicants including prospective professors, may wish to explore the Global Talent Visa route. Further information about endorsement for this visa can be found on the [Arts Council](#) website.

This is **not** a role for which the RCM will act as a sponsor for the Skilled Worker route.

Immigration Advisors

The HR department cannot act as immigration advisors however if you are an international student studying in the UK you can seek guidance from the [UK Council for International Student Affairs \(UKCISA\)](#). Alternatively the Office of the Immigration Services Commissioner (OISC) which regulates immigration advisers maintains a [list of approved Immigration Advisors](#).

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 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. 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. 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.

How to Apply

Closing date

9am Wednesday 30 July 2025

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

Interview date

Tuesday 12 August 2025

Shortlisted candidates will be notified in due course.

We communicate interview dates in advance to ensure candidates have adequate notice to make arrangements. Regrettably we are unlikely to be able to accommodate alternative interview dates.

To apply

To apply, please submit the following documents available on the RCM jobs page

- Application Form
- Equal Opportunities Form

The above documents should be sent to recruitment@rcm.ac.uk by the stated closing date.

We encourage applications by email however if you wish to post your application you must ensure this reaches us by the closing date.

Late Application Forms, incomplete Application Forms, Application Forms submitted in a format other than Word or PDF and CVs without an Application Form will not be accepted.

Alternative formats If you need to receive our recruitment 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.

Interview process Interviews will take the form of a panel interview, normally comprised of three staff members however more senior positions may have larger panels. Details of the interview panel will ordinarily be included in the interview invitation. We will be happy to make any reasonable accommodations as part of this process.

As part of the interview format you may be invited to take a brief tour of our facilities, details will be included in your interview invitation and we will be happy to accommodate accessibility requirements.

A test or presentation may form part of the interview process and details will be provided in the interview invitation. We will be happy to make any reasonable accommodations as part of this process.

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 2025 QS World University Rankings by Subject. The College has held this world-leading place in Performing Arts for four successive years, while Music is a new subject introduced to the rankings in 2024.

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.

The Royal College of Music is an Equal Opportunities employer.

Flo Ambrose
Head of Performance, Programming & Faculties
10 July 2025

