

CHORAL CONDUCTOR

RCM Junior Department

Job reference number: 704-25



Applicant Information Pack

Closing date

9am Friday 13 June 2025

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

Interview date

Saturday 28 June 2025

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Job Description

Job title	Choral Conductor: Chamber Choir and Advanced Vocal Ensemble
Department	Junior Department
Grade	JD Conductor rate
Hours of work	Part Time
Contract type	Permanent
Responsible to	Head of Junior Programmes
Liaises with	Internal Head of Junior Programmes; RCMJD Head of Chamber Music; RCMJD Operations Manager; RCMJD Performance Manager & RCMJD Administrative Coordinator; Permanent Junior Department Teachers External RCMJD Parents and pupils

Job overview The RCMJD is seeking to engage an experienced **choral conductor** to join our vibrant and thriving department. The post holder will be responsible for conducting our two most advanced choirs - the RCMJD Chamber Choir and the RCMJD Advanced Vocal Ensemble. One hour of preparation time will also be paid.

The Choral Programme at the RCMJD

All students at the RCMJD sing in **Junior Choir** as part of their core curriculum up to the end of Year 6. After that students audition to take part in one of three choirs that rehearse regularly on Saturdays:

- **Upper Voices** - An SSA choir. Membership is by invitation and audition for those in school years 7 to 11
- **Chamber Choir** - A mixed-voice choir (c.35 members) for our older and most advanced singers. Membership is by invitation and audition for those in school years 11 to 13.
- **AVE (Advanced Vocal Ensemble)** - Our flag-ship vocal ensemble, membership of which is by invitation for our oldest and most advanced singers (c. 14 members).

Kathryn Kay directs our junior Choir and **Elliot Mercer** directs **Upper Voices**. All choirs perform at least twice per academic year. Choral conductors often deputise for one another - choral conductors may use a deputy on two weeks per term.

Our choral directors work closely with members of the RCMJD vocal department. The **RCMJD vocal department** consists of three highly experienced teachers who work very closely with one another. Strong emphasis is placed on the development of healthy and sustainable vocal technique. There are currently twelve first study singers in the RCMJD, and twelve second study singers. They sing in Upper Voices, the RCMJD Chamber Choir and the RCMJD Advanced Vocal Ensemble (known as AVE)

The RCMJD Chamber Choir and RCMJD Advanced Vocal Ensemble

Joy Hill has successfully directed the RCMJD Chamber Choir for over twenty years, and the RCMJD Advanced Vocal Ensemble since its inception in 2018. We are currently seeking a suitably experienced and qualified choral director to continue her inspirational work with these flagship choral ensembles.

In addition to regular internal concerts, our RCMJD Chamber Choir and our Advanced Vocal Ensemble have been regularly invited to sing at the Royal Albert Hall, the Wigmore Hall and St. James's Palace. Music has regularly been commissioned

for the RCMJD chamber choir, and the group has performed several new works by Gabriel Jackson and Cecilia McDowell in recent years. Under Joy Hill's leadership, both ensembles have performed a very wide range of challenging repertoire, including a large number of contemporary works by under-represented composers.

Key Responsibilities

- Conduct the RCMJD Chamber Choir, a selective SATB choir for students in Years 11-13
- Conduct the RCMJD Advanced Vocal Ensemble (known as AVE), a very small SATB ensemble for first study singers
- Prepare the choirs for RCMJD concerts (as appropriate)
- Occasionally provide cover for other choral conductors (subject to availability)
- Be aware of the concert schedule of the RCMJD, and conduct the Chamber Choir/AVE in concert
- Manage the administrative tasks required by the RCMJD e.g. keeping registers up to date
- Attend the annual RCMJD Teachers' INSET meeting
- Adhere to health and safety standards and work in line with Child Protection legislation
- Undertake Level 1 Safeguarding training once every three years (either online or through in-house training)
- Maintain effective channels of communication with the RCMJD office via email and telephone
- Promote the general progress and physical/emotional wellbeing of all RCMJD pupils

Special Factors

- Any appointment will be subject to satisfactory DBS clearance at the Enhanced level (child workforce).

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	Widely recognised and highly respected practitioner, either as a performer or teacher	Essential	AF
	Music degree (or equivalent)	Essential	AF
Experience	Teaching diploma or relevant teaching qualification	Desirable	AF
	Relevant experience of teaching gifted and talented students aged 8-18	Essential	AF, INT, ST
	Experience of orchestral coaching for nationally recognised musical organisation (e.g. NCO etc)	Desirable	AF, ST
Personal Attributes	Able to teach to an exceptionally high level of technical and musical proficiency	Essential	AF, INT, ST
	Able to communicate effectively with pupils, parents and colleagues both verbally and in writing	Essential	AF, INT, ST
	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 Head of Junior Programmes within the scope and level of the post.

Terms & Conditions

Availability	The post is available from September 2025
Contract type	Permanent
Hours of work	<p>This role is offered on a part time basis.</p> <p>RCMJD operates on Saturdays during term-time only.</p> <p>The successful applicant will be offered 3 hours of work each term time Saturday</p>
Rate of pay	<p>The current rate of pay for Junior Department conductors is £61.31 per hour.</p> <p>Additional hourly payments will be made for concerts. Junior Department teachers are paid through the RCM payroll.</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>
Visas/ Right to Work in the UK	<p>If you have time limited permission to work in the UK you must provide full details on your Application for Employment form.</p> <p>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.</p> <p>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.</p> <p>This is not a role for which the RCM will act as a sponsor for the Skilled Worker route.</p>
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	Any appointment will be subject to satisfactory DBS clearance at the Enhanced level (child workforce).
Probation	The post has a twelve month probationary period.
Notice period	The appointment will be subject to termination by not less than one clear term's notice. Notice during probation will be one month's notice by either party.

Pension

The National Employment Savings Trust (NEST) is available for all junior department teachers, regardless of earnings. Employment with the Royal College of Music is automatically pensionable and teachers are enrolled in the scheme if they meet minimum criteria, unless they elect not to join the scheme. Employees electing not to join NEST may apply to join at a later date but this will be at the discretion of NEST and is not guaranteed. Details of the scheme are available from the NEST website: <http://www.nestpensions.org.uk>. Employer contributions are paid for members of NEST but are not made available for personal pension plans.

How to Apply

Closing date 9am Friday 13 June 2025

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

Interview date Saturday 28 June 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.

Junior Department

The Royal College of Music Junior Department (RCMJD) is a specialist term-time only Saturday school offering advanced training to musicians between the ages of 8 and 18. Students combine studying at RCMJD with their general education at their chosen week-day school. Students come together at the RCM London each Saturday for a tailor-made programme of individual instrument/voice/composition lessons, chamber music, orchestral and choral training, and general musicianship. Our staff are professional performers/composers as well as teachers and offer the highest standards of tuition and coaching. Most RCMJD students continue their musical studies at the RCM or other major conservatoires/universities. More information about the RCMJD is available on the RCM website

The Royal College of Music is an Equal Opportunities employer.

Miranda Francis
Head of Junior Programmes
May 2025

