

Royal Northern College of Music

Candidate Pack

Vacancy: Artist Development Specialist

Reference No: 2425-34

Closing Date: 12 Noon, Monday 16 June 2025

Interview Date: Monday 30 June 2025

RNCM
ROYAL NORTHERN
COLLEGE of MUSIC

Job Description

Job title: Artist Development Specialist

Department: School of Pop

Responsible to: Curriculum Lead for Artist Development / Head of Popular Music

Overall Purpose of the Job

The Artist Development Specialist will be a dynamic music industry professional, researcher and inspiring educator who will teach the artist development modules and mentor students in their career development through entrepreneurial activity and creative professional practice.

Key Responsibilities, Accountabilities or Duties

The Artist Development Specialist will interpret and deliver the programme artist development music industry modules to enable students to:

- Demonstrate a perceptive insight into the functions, cultures, and working practices of key popular music industry organisations, through reviewing, selecting and applying a range of cultural theories to practice.
- Using a theory-informed approach, research, analyse and evaluate the working practices of the popular music industry to direct their artist development.
- Interact with music industry professionals who can potentially influence their artist development.
- Demonstrate a conceptual and technical understanding of contemporary popular music marketing and promotion.
- Relate cultural contexts and authenticity to artist branding and target audiences.
- Design and develop digital assets and digital marketing campaigns, promoting themselves as original artists.
- Make effective use of acquired knowledge about the music industry to build a career plan to operate sustainably as a self-employed freelance artist.
- Manage and execute a professional engagement.
- Acting as a teacher, mentor and collaborator, the Artist Development Specialist will also guide and monitor student progress, conducting formative and summative assessments of their work.
- Design schemes of work and lesson plans to facilitate the realisation of the module aims and learning outcomes.
- Liaise with the Curriculum Lead for Artist Development, Head of School, the Programmes & Assessments Manager, and the Popular Music Administrator to ensure the effective and efficient operation and delivery of the modules.
- Liaise with performance, composition and production tutors to deliver inter-disciplinary pedagogical approaches across the programme.
- Record student engagement and attainment through registers and formative assessment feedback.
- Record summative assessment feedback and grades in the RNCM's VLE (Moodle).
- Liaise with industry professionals to assist the Curriculum Lead for Artist Development and Head of School in the curation of an inspiring, career enhancing visiting tutor programme.
- Liaise with industry organisations / companies / institutions / individuals who can add value to the Popular Music programme and the RNCM.
- Manage the module specific visiting tutor budget.

- Manage own scholarship to ensure Artist Development modules support students in using and applying appropriate theoretical perspectives and current critical thinking.

Additional Information

Safeguarding

The RNCM is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All staff are required to complete mandatory safeguarding training, and to report promptly any concerns relating to the safeguarding of children and / or adults at risk in accordance with agreed Child Protection Policy and Safeguarding procedures.

Health and Safety Responsibilities

To ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons and to comply with the policies and procedures relating to health and safety within the RNCM.

To promote and sustain student wellbeing, working with the Health and Wellbeing Hub and other colleagues as appropriate.

General

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of the responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Person Specification

Criteria	Essential (E) / Desirable (D)	Method of Assessment
Experience		
A music industry professional with a national/international profile in the creative industries	E	Application Form/Interview
A track record of individual or collaborative research activity in academic or practice-based disciplines	E	
A proven track record in artist development	E	
Significant experience of Popular Music industry tuition in Higher Education	E	
Experience of supervision and assessment of students at undergraduate level	E	
Skills		
Professional level of skills in artist development	E	Application Form/Interview
Excellent communication and organisational skills with an ability both to work individually and as a member of a team	E	
To be able to contribute to all facets of the curriculum of the School of Popular Music	E	
Excellent teaching skills and ability to engage students in enquiry and analysis of their own practice.	E	
To support, promote and contribute to the development of the College's Research Strategy	D	
A willingness to undertake further training	D	
Knowledge		
Professional level of knowledge of the popular music industry and digital music marketing / social media marketing	E	Application Form/Interview
Demonstrable knowledge of appropriate theoretical perspectives for analysing the popular music industry.	E	
An understanding of popular music business pedagogy, the contemporary popular music industry and relevant current research	E	
An understanding of HE assessment processes and the nature of Conservatoire education and training	E	
An advanced knowledge of today's popular music profession; its standards and demands	E	
A professional network that may enhance the programme and students' career development	E	
An awareness of the broader educational issues facing	D	

Conservatoires and their students		
A willingness to undertake further training if it were deemed appropriate	D	
Qualifications		
Educated to degree level and / or equivalent relevant professional experience	E	Application Form
Higher PhD qualification	E	
Fellowship of Advance HE or willingness to work toward an Advance HE application in the first year	D	
Other requirements		
A commitment to supporting the RNCM in its equality, diversity and inclusion practices	E	Application Form/Interview
Flexible approach towards workload	E	
Demonstrate an understanding of the well-being of students and the pastoral care and support required	E	

Summary of Terms and Conditions	
Salary	Grade 8a, SCP 36 to 39, £45,413 to £49,559 per annum (£27,247.80 to £29,735.40 pro-rata salary)
Hours of Work	0.6 FTE, 21 hours per week. Flexibility in working hours will be expected.
Annual Leave	35 days per year (pro rata 21 days), increasing after 5 years' service. In addition, 2 extra statutory days are granted during the Christmas closedown plus all 8 bank holidays (also pro-rata'd).
Pension	The post-holder will be eligible to join the Teachers' Pensions Scheme / Universities Superannuation Scheme

Issued by: Andy Stott, Head of Popular Music

Date of issue: May 2025

About Us

The RNCM

Founded in 1973 through the merger of the Royal Manchester College of Music and Northern School of Music, the RNCM is continually recognised as one of the world's most progressive conservatoires.

Home to over 900 students from more than 60 countries, we're dedicated to providing an outstanding education that propels students into careers as inspiring and versatile musicians, fully-equipped for exciting futures both on and off stage.

Our Undergraduate School includes the Bachelor of Music with Honours and the ground-breaking Bachelor of Music with Honours in Popular Music - the UK's first four-year degree in this subject. Both programmes offer students the flexibility to create bespoke packages that fully support their career aspirations. They also complement degrees within our Graduate School, which provides a stimulating environment for advanced studies in performance (including conducting), composition, musicology, music psychology, and music education.

Additionally, we're home to Junior RNCM, our Saturday school for eight to 18-year-olds, and deliver an award-winning programme of free and subsidised projects for children and young people across the North West.

What it's like to work here

Our vibrant and creative community of academic and professional services staff work together to ensure that the RNCM remains a destination of choice for talented young musicians worldwide.

Friendly, collaborative and supportive, we proudly promote an inclusive and equitable working culture, offering family-friendly policies and regular opportunities for personal and professional development.

As a small specialist organisation, the staff voice is very important to us and there are numerous opportunities for colleagues to get involved in RNCM life throughout the year via our active staff engagement programme. We also have a Wellbeing Hub for staff and students, and are a Disability Confident Employer. If you feel there are adjustments that could be made to support you if invited to attend an interview, or if you join us as an employee, please get in touch via recruitment@rncm.ac.uk.



Staff Benefits

Annual leave

Minimum of 25 days (increasing to 30 days after 5 years' service and 33 days after 20 years' service) plus 8 bank holidays and closure days between Christmas and New Year.

Working hours

35 hours per week for a full-time role

Flexibility

Offered through formal flexible working (part-time, job-share, term time only, compressed hours, annualised hours and flexibility of working pattern depending on the role). Where roles are suitable we also offer blended working with a minimum of 2 days in RNCM and 3 days from home.

Family friendly policies

Enhanced maternity and paternity pay above statutory payments.

Pensions

GMPF (Greater Manchester Pension Fund) for Professional Services staff and Teachers' Pensions Scheme or USS for Academic staff. RNCM tops up pensions via an employers' contribution, adding to your pension pot.

Employee Assistance Programme

All staff can get free and confidential advice from Health Assured. The service is open 24 hours per day, 365 days per year, by telephone or via the web for staff support (mental health, physical health, counselling etc.) as well as general support such as financial, benefits or housing advice.

Eye Tests

Staff are offered a free eye test and a contribution towards glasses where they are required for display equipment work.

Events

Staff can book one free or discounted ticket to most RNCM promoted events.

Professional Development

The RNCM is committed to the supporting training and professional development for all members of staff and a range of opportunities are available.

Travel

We have on-site parking at a reasonable cost, loans for season tickets and offer a cycle to work scheme (savings on the cost of a new bicycle and associated safety equipment by providing vouchers taken out of your salary before tax).

Staff Discounts

Offered on the RNCM Food and Drink menu which includes hot drinks, cakes and snacks in the Café. You can also get loyalty points and further offers on food and drink by using our Rewards app.

Staff Wellbeing

Our Staff Wellbeing Hub provides information, support, training and social/networking activities so you can get to meet other staff (important in a blended working environment).

Staff Voice

The views of our staff are very important. We have a staff engagement programme and we involve staff in much of our decisions/policy-making. In our latest staff satisfaction survey 98% of staff were satisfied to work at the RNCM.