

# Royal Northern College of Music

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## Candidate Pack

**Vacancy: Head of Programming**

**Reference No: 2425-36**

**Closing Date: 12 Noon, Friday 6 June 2025**

**Interview Date: Friday 20 June 2025**



**RNCM**  
ROYAL NORTHERN  
COLLEGE of MUSIC

# Job Description

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**Job title: Head of Programming**

**Department: Performance and Programming**

**Responsible to: Deputy Principal (Performance and Programmes)**

**Responsible for: Programming Manager, Events Manager, Ticketing Manager, Artist Agency Manager**

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## **Overall Purpose of the Job**

The Head of Programming has responsibility for the programming and coordination of the College's public-facing performance programme involving over 300 internal and external events per year programmed across the RNCM's three main public performance venues, in addition to venues across Greater Manchester, and beyond. Working closely with the Deputy Principal (Performance and Programmes), who has overall responsibility for the College's artistic direction, they will create a coherent, adventurous and innovative public programme, across student-promoted events, guest artist promotions and hired events. They will collaborate closely with the Heads of School, Head of Conducting, Heads of Chamber Music, Head of Ensembles and Head of Creative Engagement to ensure the programme meets the training needs of students at all levels of study and delivers an outstanding and internationally-recognised student performance experience.

## **Key Responsibilities, Accountabilities or Duties**

- Under the overall artistic leadership of the Deputy Principal (Performance and Programmes), and in close collaboration with the Heads of School, Head of Conducting, Heads of Chamber Music, Head of Ensembles and Head of Creative Engagement to devise, oversee and manage an annual programme of live performance events that reflects the ambitious, innovative, forward-thinking and creative nature of the RNCM.
- Work with the Deputy Principal (Performance and Programmes), and senior academic colleagues to ensure that the public programme supports the College's artistic, academic and research aspirations, and provides an outstanding, world-class training experience for students.
- Develop a programme that meets the objectives of the College's Artistic Strategy, as well as contributing to the overall future artistic direction of the public programme and support the Deputy Principal (Performance and Programmes), by contributing to the broader strategic development of the institution.
- To research, programme, manage and evaluate all the public programme of activities, setting clear seasonal deadlines and ensuring that these are met with the Programming team.
- Have an overview of the College's complete public performance profile including student performances, promotions and hires, to ensure a coherent overall programme of events.
- Take the lead on developing the RNCM's Inspirational Artists series and all other guest artists' invitations, ensuring that guests reflect the RNCM's values and mission to define the future of music. In addition to this to seek out opportunities for RNCM students to perform with and alongside guest artists wherever possible and appropriate.

- Work closely and collaboratively with the Head of Ensembles to ensure the relevant and suitable balance of student performance activity to fit the student ecology of the College.
- Provide leadership to and management of the Programming team, the Events team (hires), the Artist Agency team and the Ticketing team.
- Work alongside the student body to ensure the programme is reflective of and has space for student ideas and creativity.
- Manage and develop productive relationships with existing collaborators, locally, nationally and internationally, and seek out possible new future collaborations with musicians, venues, curators, promoters and artists from other Art forms.
- Lead on the annual business planning process for the Performance and Programming department, and, in collaboration with the Finance Team, manage assigned budgets ensuring that activities are delivered within an agreed financial framework and that income targets are met.
- Lead regular long-term planning meetings with colleagues from across the organisation.
- Oversee the management and scheduling of the College's public performance spaces and the annual planning framework, ensuring the needs of internal and external stakeholders are met, that priority activities are given precedence, that commercial targets are set and met, and that any proposals for ad hoc activities requiring venues are considered.
- Work closely with the Events Marketing (and wider marketing) team to ensure effective marketing of the performance programme, the development of new audiences and that Box Office targets are set and met.
- Work closely with the Head of Creative Engagement to ensure that collaborations with the RNCM's local community are strongly represented within the public performance programme.
- Working closely and collaboratively with the Operations and Technical teams, ensuring they are informed of necessary requirements of projects well in advance of the activity taking place.
- Working closely with the development team, from time-to-time working jointly on funding bids and collaborating on donor events.
- Overseeing the gathering of performance data for annual institutional reporting.
- To play an active role in promoting the public work of the RNCM externally and from time to time representing the RNCM at relevant conferences and events while maintaining active relationships at an artistic and operational level with external stakeholders.

## 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.

### **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

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Criteria	Essential (E) / Desirable (D)	Method of Assessment
<b>Experience</b>		
Extensive artistic planning or programming experience within a performing arts, higher education, orchestra, festival or concert hall setting	E	Application Form/Interview
Experience of managing significant budgets, and delivering projects within clear financial targets	E	
A clear track record of planning and organising many projects at one time, and prioritising where necessary	E	
Experience of managing and developing a multi-skilled team	E	
Demonstrable experience of working closely and building strong relationships with a variety of people within different roles and contexts	E	
<b>Skills</b>		
An ability to manage a very busy and complex yearly programme of performances of all scales across many different genres	E	Application Form/Interview
Ability to build open, positive and constructive relationships with a wide range of internal and external stakeholders across RNCM colleagues, guest artists, agents, institutional partners, promoters and other stakeholders	E	
A resilient personality, able to work under pressure and deliver multiple projects at one time	E	
Excellent negotiation skills, diplomacy and tact, and the ability to agree on suitable terms and conditions with guest artists, agents and co-promoters	E	
Exceptional attention to detail, and strong planning and organisation skills	E	
Incredibly self-motivated with a pro-active approach to a very busy workload and an ability to problem solve	E	
An ability to be creative and innovative, constantly curious to look for new approaches to music performance	E	
Flexible and able to work collaboratively as part of a team, and also able to manage team dynamics, and resolving potential competing priorities	E	
Excellent communication and presentation skills, and the ability to persuade and influence to maintain and develop relationships	E	

<b>Knowledge</b>		
Specialist music and programming knowledge of and passion for Classical and new music as well as popular music, jazz, contemporary and other genres	E	Interview
Interest in inclusive practice, and strong passion for engaging with diverse audience and community groups	E	
An awareness of health and safety, with an understanding of risk assessments, security and business continuity planning	E	
A deep knowledge of the trends, developments and key issues within the music industry	D	
A good network of agents, artists, music promoters and companies	D	
Understanding of a Conservatoire context within a busy public-facing music performance venue, and the opportunities this offers for the performance programme and public engagement	D	
<b>Qualifications</b>		
Educated to Degree Level	D	Application Form/Interview
<b>Other requirements</b>		
A commitment to supporting the RNCM in its equality, diversity and inclusion practices	E	Application Form/Interview
Ability to work evenings and weekends when required	E	

<b>Summary of Terms and Conditions</b>	
<b>Salary</b>	Grade 8b, SCP 40 to 43, £51,039 to £55,755 per annum
<b>Hours of Work</b>	35 hours per week, (e.g. Monday – Friday, 9am – 5pm but may vary from time to time. Flexibility in working hours will be expected.)
<b>Annual Leave</b>	25 days per year, increasing to 30 days after 5 years' service. In addition, 2 extra statutory days are granted during the Christmas closedown plus all 8 bank holidays.
<b>Pension</b>	The post-holder will be eligible to join the Local Government Pension Scheme / Universities Superannuation Scheme.

**Issued by:** Manus Carey, Deputy Principal (Performance and Programmes)

**Date of issue:** May 2025

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# About Us

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## 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@ncm.ac.uk](mailto:recruitment@ncm.ac.uk).



## The Department

Responsible for planning the artistic activity of the College and links to the academic programme, and for all the College's internal and external facing ensemble activity. The

department works in collaboration with teaching staff to plan and produce the RNCM's artistic programme, both within our public venues, and externally. Three teams make up the department: Programming (which includes the RNCM Artist Agency (providing opportunities to undertake paid performance events) and other events), Orchestras and Ensembles and Creative Engagement.

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## Staff Benefits

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### **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.