

Royal Northern College of Music

Candidate Pack

Vacancy: Programming Administrator

Reference No: 2324-27

Closing Date: 12 noon, Monday 29 April 2024

Interview Date: Wednesday 8 May 2024

RNCM
ROYAL NORTHERN
COLLEGE of MUSIC

Job Description

Job title: Programming Administrator
Department: Performance and Programming
Responsible to: Programming Manager

Overall Purpose of the Job

The main purpose of the Programming Administrator is to oversee arrangements for the programming, scheduling and reconciliation of RNCM-promoted events within the College's performance programme, encompassing performances by students and guest artists.

The role liaises with a number of internal teams, including Technical and Production, Operations, Finance, Marketing, and Conferencing and Catering, to ensure that all practical plans are made to guarantee the smooth running of RNCM events. The role also liaises with many external parties, including artists, agents, publishers, promoters, touring companies and broadcasters.

Key Responsibilities, Accountabilities or Duties

1. Oversee arrangements to guarantee the smooth running of RNCM events, including venue room bookings, UK entry requirements, travel and accommodation arrangements for artists as required, detailed liaison with internal teams such as Orchestras and Ensembles, Technical and Production, Operations, and Conferencing and Catering to support agreed technical and hospitality riders, and on-the-day event management and artist liaison.
2. Ensure ASIMUT bookings are up to date and contain all the necessary information for each event, in liaison with the Programming Manager and Events team.
3. Ensure programme information is up-to-date in the RNCM Artistic Plan and in online event listings, in liaison with the Programming Manager and Head of Programming.
4. Co-ordinate contractual data for artists, ensembles and bands for RNCM events, confirming agreed fees and negotiating additional conditions such as technical and hospitality riders as required.
5. Ensure invoices are processed, whilst monitoring, and reconciling all expenditure relating to RNCM-programmed events.
6. Lead on the programming and development of student-led series, providing support and advice to students on an ongoing basis, e.g. Spotlights, Monday Recitals, Lab Week, creating Marketing copy as required.
7. Lead on the production of print and digital materials for specific events (e.g. song texts, free-sheets and event programmes) and oversee proofing of RNCM event programmes.
8. Lead on the development of spoken presentation at RNCM-programmed events, liaising with staff, students, presenters and guest artists as required.

9. Play a full and active part in weekly Programming and Events Management meetings, the Performance and Programming Management Group, and other cross-departmental meetings (e.g. Student Experience Forum).
10. Assist with event set-ups for RNCM-promoted events.
11. Contribute to the research and development of RNCM artistic themes, and student performance projects as required.
12. As a member of the Programming Team, attend RNCM events as planned in advance by rota.
13. Undertake other duties and responsibilities as may be required within the level of the post.

Additional Information

Safeguarding

The Royal Northern College of Music is committed to safeguarding and promoting the welfare of children and vulnerable adults. All staff working with these groups are expected to share a commitment to this. You will be expected to report promptly any concerns relating to the safeguarding of children and / or vulnerable adults in accordance with agreed Child Protection Policy and 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

Criteria	Essential (E) / Desirable (D)	Method of Assessment
Experience		
Experience of working in an arts administration environment.	E	Application Form
Experience of financial processes, including invoicing, monitoring and reconciliation.	E	
Experience of general office administration.	E	
Experience of working with artists, agents and promoters.	D	
Experience of programming live music events.	D	
Skills		
Excellent organisational skills and attention to detail.	E	Application Form / Interview
Ability to work effectively under pressure and prioritise tasks.	E	Interview
Excellent diplomatic and interpersonal skills.	E	Interview
Ability to work on one's own initiative, with limited supervision.	E	Interview
Excellent negotiation skills .	E	Interview
Excellent copy-writing and proof-reading skills and meticulous attention to detail.	E	Interview
Highly IT literate, with experience of Word, Excel and other systems.	E	Application Form
Experience of venue booking systems.	D	Application Form
Knowledge		
Good working knowledge of Western classical music.	E	Application Form
Knowledge and interest in non-classical genres.	D	
Qualifications		
A relevant Higher Education qualification in music or equivalent.	E	Application Form
Other requirements		
Willingness to work on evenings and weekends where events are programmed.	E	Interview

Summary of Terms and Conditions	
Salary	£27,979 to £30,487 per annum
Hours of Work	35 hours per week, (e.g. Monday – Friday, 9am – 5pm but may vary from time to time. Flexibility in working hours will be expected.)
Annual Leave	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.
Pension	The post-holder will be eligible to join the Local Government Pension Scheme.

Issued by: Programming Manager

Date of issue: April 2024

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.

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 alongside teaching staff to plan and produce the RNCM's artistic programme, both within our public venues, and externally. Four teams make up the department: Programming and Events, Orchestras and Ensembles, Creative Engagement, and Professional Engagements.

Performance and Programming also work closely with the Operations team to deliver the College's artistic programme; with the Development team to raise funds to support this programme; and with the Marketing and Student Recruitment team to market the programme to students, staff and a wide public audience.

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 4 closure days.

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 event.

Professional Development

The RNCM is committed to the support of 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 Teya 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). We also have an Employee Assistance Programme which is a specialist provider offering general.

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.