

Administrator







Pictured: a new phase of the RPS Women Conductors programme with the Royal Northern Sinfonia; Aaron Akugbo who, as a student, the RPS helped buy a trumpet, and is now guest principal with the Philharmonia; progressing from our Composers programme, Grace-Evangeline Mason has recently made her BBC Proms debut and gained a contract with Boosey & Hawkes; guitarist Sean Shibe meets icon Mitsuko Uchida at the RPS Awards; Hilary Campbell and Bristol Choral Society, winners of the 2021 RPS Inspiration Award, shining new light on the UK's musical ecology

Thank you for your interest in the position of Administrator at the RPS. This document tells you about the role and how to apply. If you may like this in a different format, for accessibility reasons, please call us on 020 7287 0019 or email admin@philharmonicsociety.uk, and we will do our best to help.

Royal Philharmonic Society

For over 200 years, the RPS has been at the heart of music, creating opportunities for musicians to excel, and championing the vital role that music plays in all our lives.

It all began in 1813 when a group of musicians set out to raise awareness of their work and established a series of orchestral concerts in London. The Society's performances attracted world-class artists including Mendelssohn and Wagner, and it commissioned exhilarating new music for an eager public to hear: most famously, Beethoven's Ninth Symphony. In its founding gesture, the Society created a lasting culture. Other orchestras found their footing and their music resounds across Britain today.

200 years later, the Society – a registered charity – continues to celebrate and empower musicians who, like our founders, strive to enrich society with all that they do. Through our programme of grants, commissions, courses and performance opportunities, we help many performers and composers overcome barriers to progress and fulfil their potential. Through the annual RPS Awards, we celebrate musical accomplishments UK-wide and tell an important story of what music-makers do for the benefit of the nation. Through RPS Membership and our new range of talks and events, we aim to cultivate national pride and curiosity in classical music. Through all our endeavours, we are dedicated to proving classical music's rightful and powerful place in society.

royalphilharmonicsociety.org.uk









Pictured: Open Up Music, presented an RPS Award for their mission to put young disabled people at the heart of music-making; Nicola Benedetti giving a headline speech for the RPS on her vision for music education; making fresh connections, Roderick Williams meets and shares his passions with Dorking Choral Society; Carmen Farfan, one of the many young musicians the RPS has helped to buy the instrument they need to progress

Role overview

This is a significant moment in the story of the RPS. We are setting out to consolidate and positively build upon all the good things the Society has done for classical music in years past.

We have relaunched RPS Membership, aiming for it to bring together music-lovers and music-makers across the country, encouraging them to share more of their musical passions and pastimes with us and each other, fostering a brighter national conversation about classical music. With this, our new talks and events feature renowned musicians and unsung musical heroes telling their story, presenting fresh, human facets of classical music; each filmed, like TED talks but especially for music. We are enhancing the step-change opportunities we offer musicians, from our Composers programme for those starting out in the profession to our acclaimed Women Conductors courses, addressing an age-old gender inequality in classical music. Others are recognising and putting their support behind such efforts: in 2021, we were pleased to gain support from Harriet's Trust to initiate the RPS Enterprise Fund, giving over £200,000 of grants to musicians who found fresh ways to keep engaging audiences through the pandemic. We are newly mobilising, getting out to meet regional music-makers and ensembles, raising awareness of the RPS among them, in turn bringing their achievements to the attention of our Members, our professional networks, and the media. The RPS Awards are evolving too, becoming more accessible and affordable for a greater range of music-lovers to attend and watch online, and featuring a new award, chosen by the general public, recognising the nation's vast constellation of non-professional musicians.

To sustain this momentum, we have set about restructuring and fortifying our small team. As Camilla Carden steps up to the role of Programme Coordinator, we now have a vacancy in the position of **Administrator** which is central to everything we do. Reporting to the Chief Executive, you will bring care and energy to fulfilling and fine-tuning the logistics of all our charitable activities, whilst ensuring and enhancing an efficient organisational foundation upon which all such ventures run. You will take pride in helping to deliver the potentially life-changing opportunities we offer musicians and our range of events including the RPS Awards. You will largely be the first point-of-contact for people approaching the RPS, applying the same spirit and stewardship here that you will bring to overseeing our social media and other digital communications.

In return for bringing the best of yourself to the role, we are dedicated to helping you amass the experience, expertise and contacts to help you thrive in the long term. Taking on the role of Administrator will give you the opportunity to:

• assume a central position in a much-respected, well-connected organisation at the heart of the music profession, through which you can attain many lasting contacts

• develop skills across all aspects of classical music administration, putting you in strong stead for future challenges

• play a positive and valued role in the professional development of a range of musicians

• possess a prominent, respected voice in your organisation and how it is efficiently run

• be integral to a mission that aims to transform the scope of the organisation and the good it does for classical music

If you are interested in applying for the role of Administrator, please take some time to familiarise yourself with everything we currently do on our website at **royalphilharmonicsociety.org.uk**. Here we are particularly pleased to draw your attention to:

- the film of the 2021 RPS Awards
- details of RPS Membership and its worth to music-lovers and music-makers
- an overview of our fresh steps to connect with wider parts of the UK music ecology
- news of the latest, biggest phase of our Women Conductors programme
- the RPS Enterprise Fund, illustrating what an empowered RPS can do, given the means, for musicians in current times

Key responsibilities

Communications

- Be a bright, engaging first point-of-contact for organisational enquiries on the phone, in person and digitally
- Generate content for our social media platforms, ensuring they strongly communicate our opportunities and message, and reflect our unique position at the heart of UK classical music-making
- With the Programme Coordinator, utilise our audiovisual equipment to photograph, film and record the musicians we are supporting, so we may tell their story to RPS Members, to the profession, and to the public
- Take pride in accurately maintaining and updating the RPS website
- Proactively manage our record of professional contacts to ensure wide and optimal reach; assist colleagues in creating digital updates to keep contacts engaged with the RPS and its activities

Courses, grants and opportunities

- Actively promote the range of courses, grants and opportunities we offer musicians through the year; ensure they are well represented on our website and social media; enlist colleagues sector-wide to help spread the word and identify talent nationwide
- Ensure smooth application processes; be a positive, attentive presence for all applicants; organise materials needed from them; coordinate auditions and interviews; issue helpful feedback
- Support colleagues in the planning and delivery of all such opportunities, particularly our Composers and Women Conductors programmes; play a key part in the latter, stewarding select courses, liaising with participants, organising logistics and travel as necessary

Awards and Events

- Play a central role in the planning, delivery and promotion of the RPS Awards; welcome and process nominations; gather materials from nominees for review by panels and to feature in the presentation and publicity; oversee bookings and communication with guests; look after general logistics of the event; ensure the Awards are distinctively promoted on our social media and website
- Coordinate key aspects of our programme of talks and events; ensure they are well promoted and attract good audiences; take care of general logistics to ensure they run smoothly; oversee bookings and make sure all guests are warmly welcomed

Membership

- Support colleagues in measures to build and raise the profile of RPS Membership; positively handle initial Membership enquiries; ensure Membership levels and benefits – as well as Gift Membership and Corporate Membership – are appealingly promoted online
- Work closely with the Programme Coordinator in the fulfilment of current Membership benefits, particularly mailings and bulletins, and assembling content for our Members magazine; positively deal with Members' general enquiries; maintain accurate Membership records

Finance and Office

- Take primary responsibility for the charity's day-to-day financial transactions; ensure timely payments and invoicing; fulfil bookkeeping with thorough care; create monthly dispatches of financial records for our accountant
- Oversee our digital systems and calendar, and look after office supplies, equipment and audiovisual gear, to ensure the organisation runs as efficiently and resourcefully as it can
- Assume other responsibilities as required from time-to-time by the Chief Executive or General Manager

Person specification

With a big mission but a small team, the RPS relies on dedicated, hard-working staff who come to work each day ready and eager to make a difference.

Given the part it plays in all our activities, for this role we are seeking a capable individual looking to further their career in arts management, who has already gone some way in proving themselves organisationally. You should know what it takes to work in a busy arts organisation, and be able to fulfil numerous priorities with efficiency and spirit.

Ideally

- A year or more of professional administrative experience in an arts or educational setting
- Proven ability to prioritise and balance simultaneous responsibilities, and to work productively at a significant pace but always with care
- Exceptional attention to detail and strong numeracy that you have applied in a professional setting
- Proficiency at communicating with warmth and focus in person, by phone and in writing with a wide range of people
- Experience of using social media and digital platforms to engage audiences
- Experience of maintaining records accurately
- Active interest and engagement in classical music
- Fluency in Microsoft Office applications (Word, Excel, Outlook, etc)

Usefully

- Experience of basic bookkeeping and an organisation's financial transactions
- Familiarity with updating a website using a content management system
- Familiarity with communication software (such as Mailchimp), and design / media software (such as Photoshop, InDesign, iMovie)
- Existing contacts across the classical music profession

Terms

Given its centrality to everything we do, we are looking for someone to undertake the role of Administrator full-time, working at our London office. Regular hours of work are Monday to Friday, 9.30am – 5.30pm plus occasional evening and weekend activities.

The Royal Philharmonic Society's office is at 48 Great Marlborough Street, London W1F 7BB.

Annual leave: 25 days plus statutory bank holidays

Annual salary: up to £24,000 depending on experience

How to apply

To apply, please email the following to Camilla Carden, Programme Coordinator at camilla@philharmonicsociety.uk by **the closing date** of 11am on **Monday 11 April 2022**:

- a covering letter addressed to James Murphy, Chief Executive of no more than two pages detailing your interest and suitability for this role, saved as a PDF (not a Word document). Its file name should simply be: Forename Surname covering letter

- an up-to-date CV of no more than two pages outlining your relevant experience, saved as a PDF (not a Word document). Its file name should simply be: Forename Surname CV

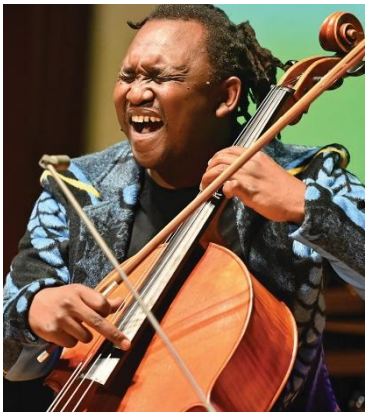
Please note that late or incomplete applications cannot be accepted.

We hope to invite select candidates for an initial interview the week commencing 25 April.

If you are interested in applying but would like to find out more first, we'd be delighted to hear from you. We warmly welcome you to contact us with any residual queries or to ask for an informal chat. In the first instance, please email camilla@philharmonicsociety.uk.

Thank you so much for your interest in the role and the RPS. We look forward to hearing from you if you apply.



Pictured: RPS Enterprise Fund Trailblazer Jessie Grimes in the new RPS magazine; one of our events offering an insight into what happens when artists like Joanna MacGregor and Roderick Williams get together to rehearse; nominee Abel Selaocoe performing at the 2021 RPS Awards