

General Manager











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

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 £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.

A big job has now come up in our small team to help us fulfil this mission. The **General Manager** will work closely with the Chief Executive and Board of Trustees in the ongoing definition and delivery of these strategic plans. More than ever, we see this role being principal contact for a wide range of professional contacts and taking a lead in strategic partnerships nationally – working to ensure the classical music profession feels connected with the RPS, and drawing upon them to fortify all we can do for the good of music.

The role spans every aspect of managing a music charity, duly calling upon an advanced range of skills. To every aspect of our work, you will bring strategic focus, productivity, and experience of making positive things happen in classical music. You will take pride in the priorities of the RPS – particularly in RPS Membership and all it stands to do – and have real passion for uniting others behind our cause. Your strong organisational abilities and sound instincts will also be vital for the smooth, efficient running of the charity.

In return for bringing the best of yourself to the role, we are dedicated to making this a really worthwhile career step for you. As RPS General Manager, you will:

- hold a significant, respected and well-connected position in the UK profession, engaging with a wide range of colleagues nationwide
- be recognised for your integral role in a mission transforming the scope and profile of a major organisation and all the good it does for classical music nationally
- develop your organisational acumen, managing and enhancing all aspects of an arts charity
- possess a prominent, valued voice in your organisation and how it strategically progresses.

It's always helpful for candidates to know how a role vacancy has arisen. We are looking to appoint a new General Manager as our longstanding colleague Robin Sheffield, after seven fulfilling years at the RPS, is heading to pastures new. This has given us the opportunity to review our overall staffing provision which will see our current Administrator Camilla Carden develop her responsibilities and take on the new title of Programme Coordinator. Once we have appointed our new General Manager, we plan to involve them as we set about appointing a new graduate-level administrative role to the support the whole team.

If you are interested in applying for the role of General Manager, 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
- our most recent Annual Report
- 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

Strategic management

- Work closely with the Chief Executive and Board of Trustees in the ongoing definition and delivery of the charity's multi-year strategic plan
- Act as principal contact for a wide range of professional contacts and partner organisations nationally, cultivating their support and involvement across all our charitable ventures
- Attend Board meetings, and act as regular contact for the RPS' illustrious advisory Council, engaging them with plans and drawing on their expertise

Programme management

- Curate and review, with the Chief Executive, the scope, terms and relevance of the charity's courses, grants and other opportunities for musicians annually
- Manage, develop, and be principal contact for partnerships integral to fulfilling such opportunities
- Organise course content, principally for our Composers programme, engaging a range of professional contacts to share their insight and expertise with participants
- Set fresh, effective approaches to recruitment and adjudication, addressing potential barriers to participation, and enlisting expert panellists each year
- Ensure, with the Programme Coordinator, that beneficiaries' individual needs are supported, especially where introductions to key professional contacts may help them

Event management

- Play a lead role in producing our flagship event, the RPS Awards; act as principal contact for the various professionals involved, including panellists, venue contacts, audio-visual specialists, guest artists and PR consultant; encourage our professional contacts sector-wide to attend; foster fruitful ongoing associations with winners and shortlistees
- Plan and manage our talks and events, to ensure they are worthwhile, memorable occasions; organise venues; oversee special guest artists and speakers; engage audio-visual specialists; supervise colleagues in their steps to cultivate audiences

Membership management

- Actively nurture prospects across the profession to become RPS Members, articulating its worth to them and to classical music generally
- Take charge of our newly-refreshed Corporate Membership offer, communicate its appeal and worth to prospects and, with other colleagues, ensure its constituents feel engaged and valued
- Support other colleagues in fulfilling pledged benefits of general Membership, particularly drawing on professional contacts to generate captivating content for bulletins, our new magazine, and other initiatives
- Plan and manage bespoke visits that specifically aim to raise profile and Membership
- Work with the Chief Executive in cultivating media and VIPs' interest in RPS Membership
- Keep connected with best practice and key colleagues in membership-building circles nationally

Organisational management

- Line-manage the Programme Coordinator, taking real care of their professional development and ensuring they are motivated and fulfilling clear objectives
- Have overall charge of our website and how we develop it as a dynamic portal for all the RPS represents, collaborating with tech specialists as required
- Hold senior responsibility for resources key to the smooth-running of the RPS, including IT provision, and our member/donor relationship systems
- Support the Chief Executive in assembling the annual budget and charting progress against its targets; monitor spend on key initiatives; help the Chief Executive and Development Consultant as they create applications to funders, providing useful content, particularly from partner organisations where beneficial
- Collaborate with the Chief Executive on staff recruitment and retention, up-to-date organisational policies, staff handbook, risk assessments, and company pension
- Assume other senior responsibilities as required from time-to-time by the Chief Executive or Board of Trustees

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.

We are seeking someone with drive and passion, who cares about classical music and the role the RPS can play in proving its worth. You should be organised, self-starting and imaginative, and adept at rousing action and productivity among others. You should be able to fulfil numerous priorities with efficiency and spirit. You may have first-hand experience of what it takes to work in a busy arts organisation or bring a strong sense of this from the associations you have built through a freelance career. We do not expect you to have done everything the role entails, but have sufficient experience matched with the ability to embrace new challenges and efficiently take on new skills.

Ideally

- Experience of coordinating high-quality classical music projects and events, particularly through collaboration and partnerships, making them more effective year-on-year
- Excellent understanding of the UK's classical music profession today and an array of existing contacts within it
- Proven aptitude to work proactively and productively, managing multiple responsibilities, at a significant pace but always with care and attention to detail
- Evidence of how your personal initiative brought benefits to an organisation or initiative in which you played a key part
- Experience individually representing an organisation or initiative, effectively conveying its values, communicating confidently and warmly in person, by phone and in writing
- Proven skill building and positively retaining a range of stakeholders, be it collaborators, supporters or audience
- Skill at managing others, with evidence of how you have brought out the best in them

Usefully

- Experience of financial management and resourceful budgeting
- Practical understanding of how an arts charity runs
- Experience helping musicians with their professional development, understanding the challenges and barriers they currently face
- Familiarity with website management and a content management system
- Experience maintaining organisational systems efficiently, including I.T. and databases

Terms

Given its scope and seniority, we are looking for someone to take on the role of General Manager full-time, though we are happy to consider applications from exceptional candidates who may wish to work the equivalent to four days a week pro rata.

The role is based at our central London office at 48 Great Marlborough Street, London W1F 7BB. As a small team, we generally find being at the office is most effective for everything we need to fulfil together, but occasional days working from home on matters requiring particular individual focus can be helpful. Regular hours of work are Monday to Friday, 9.30am – 5.30pm plus occasional evening and weekend requirements.

Annual leave is 25 days plus statutory bank holidays. Though not contractual, the current Chief Executive and Chairman also discretionarily grant colleagues additional leave between Christmas and New Year.

Our expected salary range for this role is £35,000 to £40,000 per annum, depending on your experience. If you are able to disclose your current or most recent salary – or a picture of your current annual income if freelancing – in your CV, please do.

How to apply

To apply, we ask you to email the following to **admin@philharmonicsociety.uk** by the closing date detailed below:

• 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

The **closing date** for all applications is **11am on Monday 28 February 2022**. Please note that late or incomplete applications cannot be accepted.

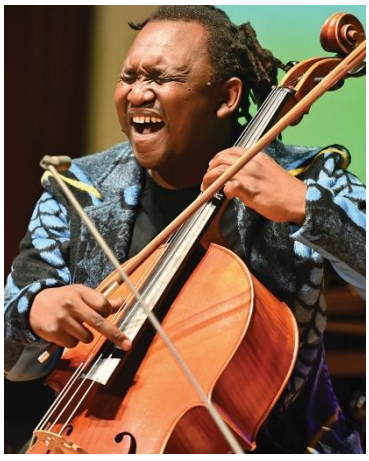
We hope to invite select candidates for an initial interview the week commencing 7 March.

If you are interested in applying but would like to find out more first, please do get in touch. We welcome you to contact us with any residual queries or to ask for a short informal chat. In the first instance, please email James at james@philharmonicsociety.uk and he or a colleague will get back to you as soon as we can.

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