

Programme Coordinator

This document details the role of Programme Coordinator at the Royal Philharmonic Society and how to apply. If you would like this information in a different format, for accessibility reasons, please contact us on 020 7287 0019 or admin@philharmonicsociety.uk and we will do our best to help.

Pictured: the young creative forces behind **The Multi-Story Orchestra**'s *The Endz* (top left), recognised with the RPS Impact Award (centre right). After receiving the RPS Chamber-Scale Composition Award (top right), Macclesfield-based composer **Laura Bowler** came to share advice and encouragement with upcoming counterparts on the RPS Composers programme. Recent RPS Composer **Alex Ho** (centre left) featured on the cover of ***Philharmonic***, the RPS magazine, having written an RPS commission for Manchester Camerata and their community at their new base in Gorton (pictured). Addressing gender equality on the podium, our advanced-level **RPS Women Conductors** at Sage Gateshead, coached by Alice Farnham (bottom right). Filming **Arie Dakesian** (bottom left), one of many music students we help to buy the instrument they need to progress.













Royal Philharmonic Society

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

Through our programme of grants, commissions, professional development and performance opportunities, we help many performers and composers overcome barriers to progress and fulfil their potential. Through the annual RPS Awards – described this year by *The Sunday Times* as 'the biggest night in UK classical music' – we celebrate musical accomplishments UK-wide and tell a vital story of what music-makers do for the benefit of others. Through RPS Membership and our new talks and events, we aim to cultivate greater pride and curiosity in classical music. Through all our endeavours, we are dedicated to proving classical music's rightful and powerful place in society.

Our history dates back to 1813, when a group of musicians set out to build a wider audience for 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 enthusiastic public: most famously, Beethoven's Ninth Symphony. In its founding gesture, the Society created a lasting culture. Other orchestras found their footing and their music continues to resound across Britain.

Now the RPS is run by a small, dedicated team in which everyone plays an important role. We are proud of our heritage that we are taking forward in a way that we hope is reflective of the range of people who make classical music today in a diverse, multicultural society. In 2023, the RPS Composers programme includes exceptional talents who are of the global majority, are disabled, working class, gay, transgender and non-binary. Since 2020, we have ensured at least 20% of RPS Awards panellists are of the global majority, and the Awards themselves are celebrating a greater diversity of artists from across the UK. Since 2017, over 500 women have taken part in our RPS Women Conductors courses with Alice Farnham, which aim to redress inequality while cultivating role models to inspire more women to fulfil their promise as conductors. In all our work, we are dedicated to recognising excellence and authenticity, and taking further steps to ensure that what we offer and represent is inclusive and relevant.

royalphilharmonicsociety.org.uk



'As an autistic artist, navigating the profession is incredibly difficult for me and doesn't happen naturally, which is why the RPS programme has been so useful, accessing the gates to the field. I feel that my skillset is far broader and more well-rounded, and that I now have many relevant contacts for future projects.'

Rylan Gleave, Composer
RPS Composers programme 2021-22

Role overview

This is a significant chapter in the story of the RPS, as we set out to consolidate and positively build upon all the good things the Society has done for classical music in years past. We have recently 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 facets of classical music. Each is filmed, like TED talks but especially for music. We are enhancing the opportunities we offer musicians, and newly mobilising, getting out to meet regional and non-professional music-makers and ensembles. We are 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 significantly more accessible and affordable so a greater range of music-lovers can attend and be part of classical music's biggest good news story of the year.

Through all this, our priorities are to support musicians and to tell their story, ensuring that we play our part in refreshing perceptions of the breadth of classical music-making in the UK. The role of **Programme Coordinator** spans these two objectives. The Programme Coordinator plays a central role getting to know the range of musicians we engage with across our programme of activities, creating opportunities to raise their profile and rouse greater awareness of what the RPS does to support them. In this, the Programme Coordinator effectively creates a bridge, empowering those who make music to share their pursuits and passions with those who love music. Such a bridge is not just beneficial to the RPS but to the future prosperity of classical music. In building it, we hope to create greater connectivity and appreciation for the very human personalities who drive classical music and the true worth they bring to society.

The Programme Coordinator reports to the General Manager and works closely with our other team members – the Chief Executive, Administrator, and Development Consultant – plus a wide range of musicians, partners and contacts across the music profession. We expect all those we work with to bring a friendly and respectful ethos, and contribute to making the RPS an enjoyable and safe place to work, where what everyone contributes is listened to, recognised and valued.

If you see your future in music or arts management, this could be a significant role for you. In it, there is so much for you to own and develop. Fulfilling the role of Programme Coordinator will give you the opportunity to:

- assume a central position in a respected, well-connected organisation at the heart of the music profession, through which you can attain many useful contacts
- develop your skills as a confident, versatile communicator, sure to distinguish you in any future position
- make a valued contribution to the professional progress of a range of musicians, helping them to develop their own skills in communicating the worth of what they do
- possess a prominent voice in your organisation and how it evolves
- be integral to a mission transforming the scope of the organisation and the good it does for classical music, continually addressing how we can tell the story of a greater array of musicians

It's always helpful for candidates to know how a role vacancy has arisen. We are appointing a new Programme Coordinator as our colleague Camilla Carden is moving on to a new role at Aurora Orchestra. We are proud of everything Camilla has achieved at the RPS, and the platform she has created for her successor to build upon.

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

- the film of the 2023 RPS Awards presented in March 2023
- details of RPS Membership and its worth to music-lovers and music-makers
- the latest edition of *Philharmonic*, the RPS Members magazine
- a recent edition of *Discover*, our dedicated bulletin for RPS Members
- an insight into our fresh steps to connect with wider parts of the UK music ecology



‘So many musical doors have been opened to me thanks to the guidance and support of the RPS. Their unique two-year programme working with the Royal Northern Sinfonia is proving to be hugely powerful in my development in a way that is simply not possible in a one-off masterclass setting.’

Helen Harrison, Music Director, Blackpool Symphony Orchestra
RPS Women Conductors programme 2021-23

Key responsibilities

Musicians

- Be a bright, positive contact for the range of musicians we support, from grant recipients to RPS Awards shortlistees, and particularly participants in our RPS Composers and RPS Women Conductors programmes. Support the General Manager in organising the opportunities we offer to musicians, being present at activities where useful, learning more about those taking part.

- Positively involve the musicians in presenting themselves and their creative pursuits on the RPS website, social media, and vitally to RPS Members and supporters. Draw upon our new audiovisual equipment to create content that tells their story and helps us communicate the worth of what the RPS does. Generate and develop a bank of ideas for how we can maximise such storytelling.

- Play a central part in our flagship event, the RPS Awards: fostering positive associations among the musicians and colleagues who make nominations, noting achievements we may be able to amplify irrespective of whether they are shortlisted. From those who are shortlisted, ensure we gather the best-possible range of assets to chart their accomplishments online, at the event, and to the media. Supervise key elements of the event, including professional photography of winners and sponsors, and welcoming guests and supporters, to help ensure a memorable, newsworthy occasion.

- With the Administrator, take pro-active steps to encourage a diverse range of applicants/nominations for the opportunities we present, developing a range of key external contacts to help with this. Review the impact of such measures and what else we can do to promote and foster inclusivity.

- Dedicate residual care to those we cannot directly support, ensuring we provide meaningful feedback, encouragement and sign-posting to unselected applicants where possible.

Members

- Take the lead in telling RPS Members about our charitable activities and other initiatives of interest in classical music, principally through curating and assembling our regular e-bulletin *Discover* and extra digital dispatches. Play a lead role gathering distinctive content from the musicians we support for the twice-yearly RPS magazine *Philharmonic*.

- Be a friendly principal contact to RPS Members, fielding significant queries, seeking their contributions for the magazine and other initiatives designed to engage and empower them. Organise occasional opportunities – such as the new *RPS Social* – for Members at certain levels to meet our beneficiaries.

- Maintain the same care and stewardship around our series of talks and events, taking the lead on communications, welcome, hospitality, and follow-up with attendees, be they existing or prospective Members.

- Play a key part in organising activities – such as visits to non-professional ensembles – intended to raise the profile and Membership of the RPS, whilst making those we visit feel more valued and connected. Creatively document such encounters using our audiovisual equipment, to generate further profile both for us and those we meet.

- Identify and cultivate Membership prospects who attend our events as well as current Members who may be inclined to give at higher levels, support particular appeals, and introduce us to their friends. Devise measures to raise awareness of RPS Gift Membership.

- Ensure, with support from the Administrator, that Members' records are accurately maintained.

- Support the General Manager in ensuring our Corporate Members feel connected and valued.

Communications

- Take pride in ensuring the RPS website engagingly tells the story of everything the charity does, instigating measures to make it a more dynamic representation of our activities and the musicians we support.

- Equally ensure our social media platforms represent our unique place at the heart of classical music-making, refreshingly presenting our offer to musicians and prospective Members and the stories of those we support. Supervise the Administrator in co-creating social media content to fulfil this objective.

- Collate a range of testimony and other useful content from the musicians we support, to help promote the work of the RPS and enrich our funding applications.

- Assume other responsibilities as required from time-to-time by the General Manager or Chief Executive.



'I just made my debut as Principal Clarinet at Carnegie Hall: without the support of the RPS, I would not have had the opportunity to perform on such a stage and study in New York. It's a dream come true.'

Mebrakh Haughton-Johnson, Clarinet
studying at The Juilliard School, supported by an RPS Isserlis Scholarship
snapshot taken onstage at Carnegie Hall

Person specification

We're a small team with a big mission, so the RPS relies on dedicated, hard-working staff who come to work each day ready and keen to make a difference. We enjoy and take pride in what we do, and we look forward to getting to know you and the individual qualities you might bring to the team.

The Programme Coordinator plays a key part in all our activities and the role would suit someone who has already gone some way in proving themselves in a busy arts organisation, charity or similar setting. We are seeking someone who will bring imagination and integrity to the role, who can work efficiently on multiple initiatives with different timescales. You will need to be self-motivated and enjoy working as part of a team.

The role may be of interest to someone looking to take the next step in their career in arts management, or someone who has worked in different settings and is seeking to consolidate their experience. Whatever your background, you'll have an interest in classical music and be enthusiastic to discover more – and help others to do the same.

We're ideally looking for someone with the following experience or equivalent. We care about your development and support, and training will be provided where needed.

Ideally

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

Usefully

- A flair for writing distinctive copy and/or creating digital content
- Some familiarity with communication software (such as Mailchimp), and design/media software (such as Photoshop, InDesign, Premiere Pro, iMovie)
- Some experience in updating a website using a content management system
- Existing contacts across the classical music profession, or experience of growing a network of contacts in a professional setting

We positively encourage applications from candidates of all ages and backgrounds, particularly under-represented demographics, such as those of the global majority, those who are disabled, and those from working class backgrounds. We aim to communicate openly to remove barriers and reflect our values. We know that role briefs can feel formal or impersonal, so if you sense that anything here could deter you or another candidate from applying, or if there's anything you'd like to talk to us about, please do get in touch, using the contact details on the next page. We would be happy to hear from you.

Terms

Optimally we are looking for someone to undertake the role of Programme Coordinator full-time, though we are happy to consider applications from exceptional candidates who may wish to work the equivalent to around four days a week pro rata.

The role is based at our central London office at 48 Great Marlborough Street, London W1F 7BB, though the team generally works from home on Mondays. Should occasional further time working from home be beneficial to your particular circumstances, please tell us more about this in your application. 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.

Annual salary: up to £28,000 depending on experience

How to apply

Please submit your application using our online form linked here by **the closing date** of 11am on **Monday 5 June 2023**.

This simply asks you to provide your basic **contact details** and then upload:

- a **covering letter** addressed to Harriet Wybor, General Manager 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 form also invites you to complete some standard inclusivity monitoring questions which should only take a moment. We are committed to ensuring that everyone feels welcome to work at the RPS, and to monitoring our progress so that prospective candidates reflect a diverse, multicultural society. The answers you give will be reviewed entirely separately from your application, and we thank you for playing your part in this. You can read more about our inclusivity policy on our website.

Please note that late or incomplete applications cannot be accepted.

We hope to invite select candidates for an initial interview on Zoom on Thursday 22 June 2023. Please let us know in your application if this date presents any issues for you. To help put candidates at ease, we will supply first round interview questions in advance. We expect to hold consequent interviews for final candidates in person in London on the afternoon of Wednesday 28 June 2023.

If you are interested in applying or would like to talk about any aspect of the role, we'd be delighted to hear from you. We warmly welcome you to contact us with any queries or to ask for an informal chat. In the first instance, please email Harriet Wybor, our General Manager, on harriet@philharmonicsociety.uk.

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

Pictured: BBC Radio 3's **Hannah French** and **Petroc Trelawny** presenting the 2023 RPS Awards at London's Queen Elizabeth Hall (top left). percussionist **Rosie Bergonzi** introducing the handpan in a filming session at the RPS office (top right). **Bristol Choral Society** and their conductor **Hilary Campbell**, winners of the RPS Inspiration Award newly introduced to celebrate non-professional music-makers (centre left and right). ***Discover***, our dedicated RPS Members bulletin (bottom left). One of our new filmed events, giving audiences the chance to see inside artists' creative process, with pianist **Joanna MacGregor** and baritone **Roderick Williams** (bottom right).











