



*"For centuries the RPS has been the beating heart and conscience of British musical life."* Richard Morrison, The Times

## Assistant Administrator from October 2017 – Full Time

We are looking to recruit an energetic and organised Assistant Administrator working as a key member of the small RPS team, to create a vibrant future for classical music and to help fulfil our role as the independent voice for music. This is a real opportunity for someone building a career in arts administration to work across all areas of our activity, to gain new skills and responsibilities and to expand their networks and contacts across the classical music profession.

The Royal Philharmonic Society is an award winning music charity which has been at the heart of music for over 200 years. We have direct links to Beethoven (we commissioned his 9th Symphony), Mendelssohn and Wagner, and to many of the iconic figures of classical music, past and present. We have a creative programme of support for performers and composers and champion musical excellence in all areas of the profession including our prestigious annual RPS Music Awards, promoted in association with BBC Radio 3.

[www.philharmonicsociety.uk](http://www.philharmonicsociety.uk)  
[www.rpsmusicawards.com](http://www.rpsmusicawards.com)

## Skills required

- At least 6 months professional administrative experience in an arts or educational setting.
- A good active knowledge of, and wide interest in, classical music is essential.
- You will be educated to degree level or equivalent.
- You must be fully fluent in English. You must be able to edit and write clearly and engagingly, skilled at taking notes and summarising key action points.
- You will require good basic numeracy skills and be able to demonstrate meticulous attention to detail.
- You must have strong administrative skills allowing you to organise and prioritise your workload.
- Excellent all round computer skills including simple photo editing are essential.
- Experience of using digital marketing and social media in a professional context to engage audiences is highly desirable.
- Familiarity with a content management system such as Craft or WordPress is desirable.
- You must be proactive, flexible, positive and focused, able to contribute your own ideas and willing to get involved.
- You must be comfortable relating to a wide range of people at all levels and confident communicating in person, by telephone and in writing.
- We will give you training where required, but will expect you to be willing to turn your hand to a wide range of tasks!

## Hours and Pay

Your salary will be between £19-£21K dependent on experience. You will be enrolled in RPS's pension scheme on successful completion of six months' probation. Full details on request.

You will have 25 days annual holiday (plus Bank Holidays).

You will be based in our friendly, busy office near Oxford Circus. Suggested working hours are 9.30am – 5.30pm. Some flexibility of hours will be required, including occasional evening and weekend commitment.

## How to apply

Please submit a cover letter of not more than two sides of A4 explaining why you wish to apply for this role, your suitability for the position and including an up to date, tailored cv. Please email your application to [work@philharmonicsociety.uk](mailto:work@philharmonicsociety.uk) with 'Assistant Administrator' in the subject line, including in the body of the email your full name, contact phone number and where you heard about the role.

Interviews will take place on **Monday 2 October**. We will notify candidates who have been selected for interview by Friday 29 September. We do not accept applications from Agencies.

## Application deadline: 9am Monday 25 September

**Thank you for your interest and good luck with your application!**

## Job description: Assistant Administrator

### Opportunities for Performers and Composers and Creative Projects:

**Duties will include:** advertising, processing applications, liaising with jurors, educational establishments and musicians, organising auditions, processing grants, (reporting to Artistic and Development Manager).

**Day to day financial administration:** banking, processing invoices and payments, checking bank statements, processing payments received, administering grants and scholarship payments.

**Digital Media:** updating and creating content for website, facebook, twitter and instagram.

**Membership:** recruiting members, processing membership renewals and applications, sending out membership packs, organising and putting together members' mailings, liaising with members (reporting to Artistic and Development Manager).

**Administrative support** to the Executive Director

**RPS Music Awards:** working as a key member of the team delivering this flagship event in association with BBC Radio 3. Particular responsibilities will include processing nominations, co-ordinating nomination materials, organising jury meetings, processing ticket bookings, organising gift bags and volunteers, event co-ordination and liaison with venue and guests. Supervising the RPS Music Awards Intern.

**Office Management / Admin:** answering the phone, updating the database, maintaining office supplies and systems. Scheduling meetings, booking rooms, duplicating papers, taking notes as required.

**Representing the RPS** at public and professional events

## Royal Philharmonic Society – Who We Are

RPS Team:

**Rosemary Johnson** – Executive Director  
**Robin Sheffield** – Artistic and Development Manager  
**Vacant** – Assistant Administrator  
– RPS Music Awards Intern (January – May)

Freelance staff:

**Alison Pavier** – Development Consultant  
**Sophie Cohen** – Press Consultant  
**Chris Bush** – Accountant

RPS Trustees:

**John Gilhooly OBE** –  
Chairman  
**Anthony Newhouse** –  
Hon Treasurer  
**Louise Mitchell** –  
Hon Secretary  
**Edward Blakeman**  
**Jerome Booth**  
**Sir Vernon Ellis**

**Sarah Gee**  
**Johnny Langridge**  
**Kingsley Manning**  
**Gillian Moore MBE**  
**Roderick Williams OBE**

Advisory Council:

**Lincoln Abbotts**  
**Anthony Bolton**  
**Iain Burnside**  
**Sally Groves MBE**  
**Mary King**  
**Leanne Langley**  
**Colin Lawson CBE**  
**David Long**  
**Colin Matthews OBE**

**Chi-chi Nwanoku OBE**  
**Ian Rosenblatt OBE** –  
Hon Co-Treasurer  
**Arthur Searle** –  
Hon Librarian  
**Tom Service**  
**Janis Susskind OBE**  
**Atholl Swainston Harrison**