



**RPS** ROYAL  
PHILHARMONIC  
SOCIETY



# RELATIONSHIPS MANAGER



## 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 regular 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 continues to celebrate and empower musicians who – like our founders – strive to enrich society with all that they do. Through grants, commissions, coaching and performance opportunities, we help exciting young performers and composers find their voice. Through the renowned annual RPS Awards, we celebrate the quality, impact and ingenuity of the finest artists and creative forces at work today. Through RPS Membership we aim to cultivate national pride and curiosity in classical music, and rouse audiences to recognise the vital and valued role they play in the country's thriving musical heritage. Through all our endeavours, we are dedicated to proving classical music's rightful and powerful place in society.

[royalphilharmonicsociety.org.uk](http://royalphilharmonicsociety.org.uk)

Above: Chineke! Britain's first majority Black and Minority Ethnic orchestra – inaugural recipients of the RPS Gamechanger Award, Nov 2019; Stephen Sondheim presented RPS Honorary Membership onstage at the National Theatre by Dame Felicity Lott, March 2019

Cover: RPS Gold Medal winner Jessye Norman; RPS Award winner Streetwise Opera; RPS beneficiaries, the Barbican String Quartet; Ludwig van Beethoven whose Symphony No.9 the RPS commissioned; RPS Award winner, the National Open Youth Orchestra; composer Anna Meredith who the RPS supported as she was establishing her career; RPS Award winner 'Classically Yours' presented by Orchestras Live and East Riding Council in Yorkshire; RPS Women Conductors programme

## Role overview

One of the many joys of classical music is the scope for constant discovery. It continually leads us to new treasures which, once discovered, we cannot imagine living without. It was this principle that our founders wanted to convey to the public all those years ago, and it's the very same conviction that we want to share with the world today.

This year, the RPS has embarked on a major new chapter in its history with a new Strategic Plan intended to renew perceptions of why classical music matters. At the heart of this, we have launched all-new Membership of the RPS with which we want to reawaken that boundless sense of discovery that comes with classical music. We want to inspire people previously unsure of classical music that it's for them. Through our new talks and events, we want to tell fresh stories and reveal more of the personalities, the humanity and the passion that goes into music-making nationally and that makes Britain 'philharmonic'. We want to help music lovers make new connections and urge them to be more outgoing in sharing with us and others their discoveries. We want to bring music lovers and music makers closer together and, in doing so, foster a brighter national conversation about classical music.

Now all we need is your help to make it happen.

The Relationships Manager is a new position calling for someone with drive, passion and imagination, who cares about classical music and the role the RPS can play in proving its worth. Working closely with the Chief Executive, you will initiate and develop a wealth of creative ideas in our Strategic Plan to introduce the RPS to audiences nationally. You will take the lead in encouraging them to become RPS Members whilst ensuring those who have joined truly enjoy their Membership, cherishing the closer connectivity to classical music it brings them, so they duly feel inspired to recommend it to others.

In return for your commitment to this mission, 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 Relationships Manager will give you the opportunity to:

- Work directly with our Chief Executive on shaping and activating major strategic plans to transform the scope and profile of the organisation
- Have a prominent and valued voice in your organisation and its strategic direction, heard by the Board of Trustees and a range of significant colleagues nationally
- Take ownership of a landmark new initiative that promises to do much good for classical music, which you can take personal credit for leading and developing

- Be a senior figure in a much-respected, well-connected organisation at the heart of the music profession, through which you can attain a broad outlook and amass substantial, lasting contacts

To get a greater impression of all our aspirations for RPS Membership, you may like to watch [this short speech](#) given by our Chief Executive **James Murphy** to guests at the recent RPS Awards.

Discover the different tiers of **RPS Membership** and the benefits each brings in the [Membership pages of our website](#).

RPS Members can book first for, and watch in full online, our new series of talks and events, in which great artists and unsung heroes talk about making classical music. Through our [homepage](#), you can get a flavour of the first events we have presented including a landmark speech by **Nicola Benedetti**, and unique encounters between such artists as **Roderick Williams**, **Joanna MacGregor**, **Sir Thomas Allen** and **John Wilson**.



'The Royal Philharmonic Society has launched what could be a transformative new membership scheme. You can get access to an impressive programme of talks and other events. Those who love classical music will need to fight to ensure the artform isn't swept away. The RPS could play a central role in achieving that [and] be the mouthpiece we need.' Richard Morrison, **BBC Music Magazine**, September 2019

## Key responsibilities

### Strategy

- Take charge of driving and developing the organisational strategy for successfully building RPS Membership with the Chief Executive
- Report progress and key findings to Trustees and other stakeholders as required

### Communications

- Creatively and resourcefully define ways of telling classical music audiences about the Royal Philharmonic Society and RPS Membership, ensuring what we offer the public remains compelling and well-presented
- Collaborate with other colleagues to produce captivating e-bulletins, digital content and a bi-annual magazine for Members
- Encourage colleagues in the music profession to join as Members; consult them in what more the Society can distinctly do for its Members who work in classical music and address measures to fulfil this
- Address with the Chief Executive how the media, opinion formers and social influencers can help communicate the worth of joining the RPS

### Cultivation

- Provide outstanding stewardship, acting as a friendly, attentive first point-of-contact and maintaining regular contact with current and potential Members
- Ensure all expected benefits are fulfilled, and create initiatives for Members to feel more engaged and heard both by the RPS and by the classical music profession
- Ensure current Members feel valued and take pride in the RPS, and therefore more likely to encourage friends to join

### Connections

- Map classical music and cultural organisations nationwide who may help the RPS reach potential Members through promotional opportunities and 'friendraising' events

- Establish ways to meet and engage with potential RPS Members in music clubs, societies and amateur ensembles nationally – gauge their interests and address what a future specialist membership offer for such organisations could look like

## **Events**

- Support the Chief Executive in ensuring future talks and events are relevant and enticing to current and potential Members, and increasingly take place at strategic locations so we can meet more people and grow Membership nationally
- Define what an RPS ‘friendraising’ event may optimally entail, activating a variety of models and evaluating their success
- Organise opportunities around our charitable endeavours for Members at certain levels to witness the RPS’ work in action and meet its beneficiaries

## **Prospecting**

- With the Chief Executive, Development Consultant and Trustees, identify and build a rapport with individual prospects for higher tiers of Membership
- Identify and sensitively cultivate Members who may be inclined to give at higher levels or support particular appeals to help the RPS fulfil its charitable aims

## **Other**

- With colleagues, maintain accurate records of Members and Membership income; ensure our online subscription systems are operational and effective
- Seek fresh expertise and useful practice by getting to know key colleagues in membership-building circles nationally; explore what links can be fostered with other national membership organisations
- Assume other management responsibilities within the scope of the role 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.

As noted, for this role we are seeking someone with drive, passion and imagination, who cares about classical music and the role the RPS can play in proving its worth. You should be organised, self-starting and imaginative, able to captivate and inspire others. You should know what it takes to work in a busy arts organisation, and be able to fulfil numerous priorities with efficiency and spirit.

### *Essential*

- Experience of building an arts organisation or charity's stakeholders, likely either its supporter base, its audience, or its range of partners
- Experience of stewardship and evidence of how your personal care brought benefits for your organisation
- Clear ability to communicate confidently and warmly in person and in writing with a wide range of people
- Aptitude to work proactively and productively at a significant pace but always with care
- Genuine enthusiasm for classical music
- Proven experience maintaining records accurately

### *Useful*

- Experience individually representing an organisation, meeting new stakeholders on its behalf and effectively conveying its values
- Experience processing donations and subscriptions, and working with an online payment system
- Existing contacts across the classical music profession
- Some familiarity with communication software (such as Mailchimp), design / media software (such as Photoshop, InDesign, iMovie) and customer relationship management systems (such as Salesforce)

## Terms

Optimally we are looking for someone to undertake the role of Relationships Manager full-time, though are open to particularly qualified applicants who may prefer to work 0.6 to 0.8 full-time equivalent (3 to 4 days a week). Regular hours of work are Monday to Friday, 9.30am – 5.30pm plus occasional evening and weekend events.

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

Annual leave is 25 days plus statutory bank holidays.

Salary: £30,000 – £35,000 per annum (full-time) depending on experience

## How to apply

Owing to the Coronavirus pandemic, we are extending the closing date for applications for this role. Please check the page on our website relating to this role for the new closing date:

[royalphilharmonicsociety.org.uk/rps\\_today/news/job-vacancy-relationships-manager](https://royalphilharmonicsociety.org.uk/rps_today/news/job-vacancy-relationships-manager)

To apply, you should email the following to Robin Sheffield, General Manager at [robin@philharmonicsociety.uk](mailto:robin@philharmonicsociety.uk) by the closing date:

- a covering letter detailing your interest and suitability for this role
- an up-to-date CV of no more than two pages outlining your relevant experience

Please note that late or incomplete applications cannot be accepted.

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 [robin@philharmonicsociety.uk](mailto:robin@philharmonicsociety.uk).

Thank you for your interest and we really look forward to hearing from you.