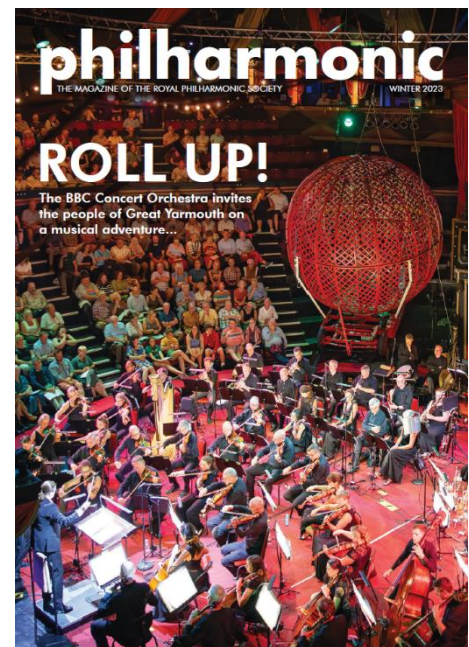




Administrator

This document details the role of Administrator 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: sitar player and Instrumentalist Award winner **Jasdeep Singh Degun** performing at the RPS Awards; RPS Patron **His Majesty The King** presenting RPS Honorary Membership to composer **Judith Weir**; the young creative forces behind **The Multi-Story Orchestra's** *The Endz* receiving the RPS Impact Award; filming **Arie Dakesian**, one of many music students we help to buy the instrument they need to progress; addressing gender equality on the podium, our **RPS Women Conductors** at The Glasshouse International Centre for Music, coached by **Alice Farnham**; **Philharmonic**, the RPS magazine, telling stories of brilliant music-making nationwide

Thank you for your interest in the role of Administrator at the Royal Philharmonic Society.

The RPS is one of the UK's foremost musical charities, with a remarkable history and a bright future. We are dedicated to supporting and empowering musicians, telling their story and celebrating their achievements, and taking a lead in refreshing perceptions of the range, resonance and worth of classical music-making in the UK. Central to this is the role of **Administrator**, integral to every facet of what we do.

Within our small team, everyone has a significant part to play, so we are seeking someone with strong organisational instincts who loves to deliver to the highest possible standard. Candidates should have at least a year or more of professional administrative experience in an arts organisation, charity or similar setting. Wherever you have previously worked, we hope that becoming our Administrator at the RPS will be an enlivening and rewarding step forward, giving 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

We hope you will be inspired reading about the role in the following pages.

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'RPS Women Conductors has given me an exceptional amount as I've transitioned from full-time study into the "real world". It's so rare to be given podium time with a professional orchestra, specifically designed to be focused on feedback and constructive criticism. The RPS creates a wonderful, supportive atmosphere, every time without fail.'

Charlotte Corderoy, Conductor

Participant in the RPS Women Conductors programme, now set to make her debut conducting English National Opera

Our story so far

The Royal Philharmonic Society – 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. Today, 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

Recent participant in the RPS Composers programme

Role background

This is a significant chapter in the story of the RPS, building upon all the good things the Society has done for classical music in years past. We have relaunched RPS Membership as a significant new proposition, aiming for to unite music-lovers and music-makers around our cause, and foster a brighter national conversation about classical music. With this, our new *Members* magazine, e-bulletins and filmed conversational talks and events feature renowned musicians and unsung musical heroes telling their story, presenting fresh, human facets of classical music. We are enhancing the step-change opportunities we offer musicians, from our RPS Composers programme for those starting out in the profession to our acclaimed RPS Women Conductors courses, addressing an age-old gender inequality in classical music. 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 – newly called ‘the biggest night in UK classical music’ by *The Sunday Times* – are significantly evolving too, becoming 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.

To help make all this happen, we need an Administrator with great organisational instincts, keen to devote themselves to supporting classical music and musicians. You will bring care and energy to fulfilling and fine-tuning the logistics of all our charitable activities, whilst ensuring a dependable foundation on which all such ventures run. You will take pride in helping to deliver the frequently life-changing opportunities we offer musicians and our range of events including the renowned 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. The Administrator reports to the Chief Executive and works closely with our other team members – the General Manager, Programme Manager, and Development Consultant – plus a wide range of musicians, partners and contacts across the music profession, building a valuable array of lasting contacts.

If you are interested in applying for the role of Administrator, we recommend you 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:

- our [website](#), illustrating everything we do to support classical music and musicians
- the film of the [2024 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

Key responsibilities

Communications

- Be a bright, engaging first point-of-contact for enquiries on the phone, in person and digitally
- Daily manage our social media platforms, producing posts with a consistent tone of voice that strongly communicates our opportunities and message, and sharing news and notable ventures from our partners and sector colleagues
- 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
- With the Programme Manager, 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

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 our short 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; support general logistics of the event; ensure the event is 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
- Update and maintain accurate Membership records and acknowledgements
- Work closely with the Programme Manager in the fulfilment of current Membership benefits, particularly mailings and bulletins, and assembling content for our Members magazine

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; look after our Gift Aid records and processes to benefit the charity's income
- Daily manage the RPS office and supplies, to ensure the organisation runs as efficiently and resourcefully as it can; oversee our digital systems and calendar to enhance our productivity and planning
- Assume other responsibilities as required from time-to-time by the Chief Executive or General Manager



'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.

As noted, we are seeking someone who has already gone some way in proving themselves with at least one year's experience working in an arts organisation, charity or similar setting. We are seeking someone who will bring care 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.

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

Ideally

- At least a year or more of professional administrative experience in an arts charity or similar organisation
- 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)
- Existing contacts across the classical 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.

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 below. We would be happy to hear from you.

Terms

Optimally we are looking for someone to undertake the role of Administrator full-time, though we are happy to consider applications from exceptional candidates who in particular circumstances 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, with occasional but fairly infrequent evening and weekend requirements.

We are expecting to pay an annual salary of up to £28,000 depending on experience.

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.

How to apply

Please submit your application using our online form [linked here](#) by the closing date of 11am on **Tuesday 25 June 2024**.

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

- 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 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 the afternoon of Monday 8 July 2024. 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 Tuesday 16 July.

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 **Linton Stephens** and **Elizabeth Alker** who presented the 2024 RPS Awards in Manchester; percussionist **Rosie Bergonzi** introducing the handpan in a filming session at the RPS office; one of our filmed events, giving audiences the chance to see inside artists' creative process, with pianist **Joanna MacGregor** and baritone **Roderick Williams**; **Discover**, our dedicated RPS Members bulletin