

RESEARCH COORDINATOR

Museum / Wolfson Centre in Music and Material Culture

Grade 6, Part time (0.4FTE), Permanent

Job reference number: 110-24

Applicant Information Pack

Closing date

9am Monday 2 September 2024

Interview date

Week commencing 16 September 2024

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Job Description

Job title	Museum Coordinator
Department	Museum
Grade	6
Hours of work	Part Time (0.4FTE / 14 hours per week)
Contract type	Permanent
Responsible to	Curator
Responsible for	n/a, no line management responsibility
Liaises with	<p>Internal Curator; Museum Collections & Operations Manager; Digital Officer; Museum Operations Assistant; Museum Operations and Administration Assistant; Conservator; RCM Research Community; Marketing and Communication Department; RCM Staff and Students</p> <p>External Researchers, makers, artists, staff and students from other HEI nationally and internationally, other museums, digital libraries</p>
Job overview	<p>The College is seeking a reliable and focused Research Coordinator to support the work of the Museum and of the Wolfson Centre in Music and Material Culture to deliver outstanding research outputs and to support and encourage internal and external research on the Museum collections.</p> <p>The role includes carrying out extensive bibliographic surveys, produce critical syntheses of relevant literature, source images and sound files, and play an active role in writing content for digital resources, labels, panels, audio guide content for the Museum's temporary exhibitions.</p> <p>The successful candidate will be expected to carry out research within the RCM collections and in other institutions and be highly skilled in the use of online resources.</p>

Key Responsibilities

These include:

- Contributing to the development and delivery of the Museum Research Strategy and Plan.
- Supporting public access and inquiries related to the Museum Collections, including supervising and assisting researchers' access to the Wolfson Centre in Music and Material Culture.
- Supporting the development of research and dissemination outputs including publications, digital resources and exhibitions facilitated by the RCM or by external partners.
- Preparing bibliographies and reading summaries on a broad variety of topics spanning from the Collections and collection items to Music and Material Culture, museum studies and curatorship.
- Supporting the Curator in the development and delivery of temporary exhibitions in the Museum's dedicated space, including preliminary research, the administration of loans, logistic and project management, preparation of texts and resources and sourcing of images.
- Developing digital exhibitions based on the physical exhibitions delivered in the Museum.
- Developing resources aimed at increasing engagement of internal (RCM) and external (other HEIs) students with the collections.

- Supporting the organisation of seminars and public workshops to increase engagement and impact of the research outputs of the Museum and coordinating the documentation of the outcomes through the publication of proceedings in printed, digital or video format.
- Supporting the dissemination of research and collections through digital and social media and the production of research outputs.
- Undertaking any other such duties as the Curator might reasonably require, consistent with the grade and scope of the post.

Special Factors

- This is a part-time appointment but might require working additional hours (paid in accordance with the grade or compensated with time in lieu) to support special events such as the opening of special exhibitions or conferences and seminars.

Person Specification

Applicants should demonstrate in their supporting statement how their qualifications, experience, skills and training fit each of the criteria below.

Criteria	Description	Essential / Desirable	How Criteria Are Tested
Qualifications	Postgraduate degree in musicology or in related areas	Essential	AF
	Proficiency (B1) in at least another language that is not English	Desirable	AF
Experience, Skills & Knowledge	Demonstrable research interest in the area of musical heritage	Essential	AF, INT, ST
	A track record of publications – as (co-)author or (co-)editor – in the area of musical heritage or closely related areas	Desirable	AF, INT, ST
	Previous experience working with Museum collections	Desirable	AF, INT, ST
	Experience in the creation of physical or digital exhibitions	Desirable	AF, INT, ST
Personal Attributes	Curious and motivated to explore a variety of research topics within or outside their own previous research focus	Essential	AF, INT, ST
	Reliable and available to support other scholars' research endeavour	Essential	AF, INT, ST
	Skilled with digital resources for research and available to learn new skills as required by the Museum's research activity	Essential	AF, INT, ST
	A commitment to recognising, valuing and celebrating diversity and to proactively advancing equality and inclusive practice in all areas of College life	Essential	AF, INT

AF = Application Form INT = Interview ST = Selection Test

The duties and responsibilities assigned to the post may be amended by the Curator within the scope and level of the post.

Terms & Conditions

Availability	The post is immediately available and the postholder should ideally be available to start as early as possible.												
Contract type	Permanent												
Hours of work	<p>This role is offered on a part time (0.4 FTE) basis equivalent to 14 hours per week.</p> <p>Full time hours at the RCM are 35 hours per week and normal office working hours are 9.00am-5.00pm (with a one-hour lunch break), Monday to Friday.</p>												
Salary	<p>RCM Pay Scale Grade 6, incremental points 20 – 24:</p> <table><thead><tr><th>Spine points</th><th>Full-time salary*</th></tr></thead><tbody><tr><td>20</td><td>33,350</td></tr><tr><td>21</td><td>34,149</td></tr><tr><td>22</td><td>35,019</td></tr><tr><td>23</td><td>35,928</td></tr><tr><td>24</td><td>36,862</td></tr></tbody></table> <p>*inclusive of London Weighting allowance **as this is a part-time post, the postholder will receive a proportion of the full-time salary</p> <p>Appointments will normally be made to the first point of the grade, in accordance with the RCM Pay Policy. Staff are entitled to an annual increment each year on 1 August (dependent on 6 complete months' service) until they reach the top of the grade.</p> <p>Payday is the 15th of each month or the last working day before this should the 15th fall on a weekend or bank holiday.</p>	Spine points	Full-time salary*	20	33,350	21	34,149	22	35,019	23	35,928	24	36,862
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Work permit	All applicants must be permitted to work in the UK and hold a relevant work permit where necessary. This is not a role for which the RCM will act as a sponsor for a visa application.												
DBS check	Not applicable for this post.												
Probation	The post has a six-month probationary period.												
Notice period	The appointment will be subject to termination by not less than one month's notice. Notice during probation will be seven days' notice by either party.												
Pension	The Universities Superannuation Scheme (USS) is available for all administrative staff. Full details of the scheme can be found on the USS website: www.uss.co.uk . Arrangements exist for members to make additional voluntary contributions (AVCs).												
Annual leave	<p>Full time staff are entitled to 210 hours of holiday per annum, plus public holidays. Part time staff will receive a pro rata entitlement for annual leave.</p> <p>The RCM is closed between Christmas and New Year each year, the three days in this week that are not bank holidays will come out of the postholder's annual leave allowance.</p>												

Staff Benefits

Travel	<p>Interest free season ticket loans are available to cover the cost of a 12-month season ticket between a member of staff's residence and the RCM. The loan will be repayable by deduction from salary over a period of 12 months or on leaving the employment of the RCM, if earlier.</p> <p>We also offer a tax-free bicycle loan under a similar repayment scheme.</p>
Events	<p>There is a range of concerts taking place at the RCM throughout the weeks, staff are entitled to one free ticket per charged concert (excluding Opera and non-RCM promotions), and unlimited tickets for non-charged concerts.</p>
Eye tests & hearing tests	<p>The RCM will cover the cost of an annual standard eyesight test (normally up to £25) and contribute £50 towards the cost of glasses, provided that they are for use with VDUs. We will also cover the cost of hearing tests.</p>
Employee Assistance Programme	<p>All RCM staff can get free and confidential advice from Confidential Care (CiC). The service is open 24 hours per day, 365 days per year, by telephone or via the web.</p>
Professional Development	<p>The RCM is committed to the support of training and professional development for all members of staff and a range of opportunities are available.</p>

About Us

The College	<p>Opened in 1883 by the then Prince of Wales, the Royal College of Music (RCM) is a world-leading music conservatoire with a prestigious history and contemporary outlook. The RCM is a vibrant community of talented and open-minded musicians, with over 900 students from more than 60 countries studying at undergraduate, master's or doctoral level in the Senior College throughout the week and 300 students on a Saturday in the Junior Department. Former students of the RCM hold key roles in music and the arts in all parts of the world - as performers, teachers, composers, conductors and amateurs. The RCM was ranked the Global No.1 institution for both Music and Performing Arts in the 2024 QS World University Rankings by Subject. The College has held this world-leading place in Performing Arts for the three successive years, while Music is a new subject introduced to the rankings this year.</p>
Staff	<p>The RCM has over 250 members of professorial (teaching) staff and over 100 teachers in the Junior Department - the majority of whom are busy professionals with worldwide reputations, who include teaching among the various musical activities that they regularly undertake. Their work, and the work of the College as a whole, is supported by a team of over 100 administrative staff.</p>
Location	<p>The RCM benefits from its particular location in South Kensington - one of the most attractive and interesting parts of central London. The area is well-served by public transport: South Kensington tube station is within ten minutes' walk; several bus routes pass the Royal Albert Hall. Kensington Gardens and the renowned museums of Exhibition Road, the Natural History Museum, the Victoria & Albert Museum and the Science Museum, are only a short walk away; Imperial College of Science, Technology & Medicine is next door; the Royal College of Art and the Royal Albert Hall</p>

are just across the road. The area, known originally as Albertopolis, emerged as a location for national institutions in the arts and sciences after the Great Exhibition of 1851 largely because of the enthusiasm of Prince Albert. Relationships with neighbouring institutions are friendly and supportive.

How to Apply

To apply, please complete our **1) Application form** and **2) Equal Opportunities form**, available to download from the [RCM website](#), and submit in PDF or Word format to recruitment@rcm.ac.uk

Please ensure that you include the Job Reference Number and state clearly the title of the post for which you are applying. CVs without an application form cannot be accepted.

Closing date **9am Monday 2 September 2024**

Applications received after the stated closing date will not be considered.

Interview date **Week commencing 16 September 2024**

With some roles at the RCM second interviews may take place. Shortlisted candidates will be notified in due course.

Candidates will be asked to deliver a presentation as part of the interview process. Further details will be passed to shortlisted candidates in due course.

If you have any questions about this position or the application process, please contact a member of the recruitment team on; recruitment@rcm.ac.uk. If you need to receive this documentation in a different format, such as large print or are not able to submit an application electronically, then please contact us to discuss your requirements.

The Royal College of Music is an Equal Opportunities employer. The College is a non-smoking environment.

Professor Gabriele Rossi Rognoni
Curator, RCM Museum
August 2024

