

FACULTY OFFICER (VOCAL & OPERA)

Vocal & Opera

Grade 5, Full time, Permanent

Job reference number: 309-25

Applicant Information Pack

Closing date

9am Wednesday 3 December 2025

Interview date

Friday 19 December 2025

Late or incomplete applications will not
be submitted to the Shortlisting Panel

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Job Description

Job title	Faculty Officer (Vocal & Opera)
Department	Vocal & Opera
Grade	5
Hours of work	Full Time (1FTE)
Contract type	Permanent
Responsible to	Manager of Vocal & Opera
Responsible for	n/a
Liaises with	Students, Faculties Office, Heads of Faculty, Artistic Director, professorial staff, Performance & Programming, Registry, Finance, Marketing, accompanists and visiting artists
Job overview	The Faculty Officer works closely with the Head & Deputy Head of Faculty, and Director of Opera, to support faculty classes, masterclasses, productions, open days and competitions as well as general administrative assistance to the Head & Deputy Head of Faculty and Director of Opera.

Key Responsibilities

These include:

Administer faculty class arrangement

- Working to a plan devised by Manager of Vocal and Opera, create and compile faculty calendars with details of all classes and faculty events
- Assist with booking venues, pianists, professors and visitors for classes
- Inform students of class requirements and maintain faculty student lists
- Maintain the Vocal & Opera faculty pages on the RCM's virtual learning environment Learn.rcm
- Prepare material and AV equipment for classes, liaising with Heads of Faculty, professors and library staff
- Produce registers, cross referencing with Leave of Absence requests, clash check, record attendance & professors' feedback
- Where necessary, attend the start and end of classes to ensure correct set-up and deliver music and registers

Plan and run masterclasses

- Under the direction of Head of Faculty invite artists to give masterclasses and residencies
- Identify suitable dates and book venues, stewards and pianists
- Co-ordinate the schedule of teaching, masterclasses, recitals and concerts.
- Stage manage any necessary masterclasses and concerts
- Under the guidance of the Manager of Vocal & Opera, issue formal invitations to visitors, including visa documentation if appropriate, booking travel and accommodation
- Greet visiting artists
- Proactively share information with relevant departments, including marketing, box office and development
- Collate student entries and repertoire and produce printed programmes.

Leave of Absence (LOA) Process

- Administer the Leave of Absence Request process including maintaining the LOA spreadsheet
- Keep detailed records of all requests, gain permission from the various stakeholders and inform students of the result of their request.

- Ensure any Student Visa regulations are met
- Keep ASIMUT up to date with all details.

Arranging Assessments

- Liaising with Registry for assessments
- Under the direction of the Head of Faculty, liaise with examiners as directed, including negotiation of fees, handling claim forms, feedback forms and scheduling.

Provide administrative support for faculty open days, staged productions, festivals and choirs

- Assist with the delivery of staged productions, open days, festivals and receptions
- Produce stage plans and green sheets, liaising with other college departments including performance & programming, facilities, catering and marketing
- Liaise with performers and exhibitors for logistical, catering and marketing purposes
- Assist with administration and smooth running of receptions before and during staged productions.
- Assist with the administration of the audition process for staged productions, including booking venue, pianist and coordinating availability with students.
- Assist with choir auditions and rehearsals as required
- Assist as necessary with the maintenance of weekly coaching and opera schedule including sending weekly schedule to students

Administer the arrangements for RCM competitions

- Schedule and run competitions, produce the running order or programme for performers, book pianists and stewards and set-up competitions on the day
- Book adjudicators and communicate guidelines to them
- Advertise competitions to students and inform them of opening and closing dates, keep records of competition winners and announce these to the faculty
- Process invoices and winners' payments

Arrange payment for work for the Vocal & Opera Faculty

- Assist with keeping accurate records of all hours worked by employees and casual workers on the faculty budget spreadsheets
- Process invoices and expense claims
- Administer the process for casual workers to ensure they can be added to the RCM payroll, obtain completed forms and carry out right to work checks
- Alert the Manager of Vocal & Opera to payment issues in a timely manner

Support for Head & Deputy Head of Faculty, and Director of Opera

- Service faculty email accounts and deal with enquiries
- Assist with electronic diaries
- Arrange accommodation and travel
- Initiate and answer correspondence
- Assist new professors with the induction process
- Assist with scheduling and administration of consultation lessons

Service faculty committees

- Book meeting rooms
- Invite attendees and prepare and distribute agendas
- Take minutes and create action points

Other

- Assist in the Faculties Office as across all areas of work, especially during peak times

Special Factors

- This role does involve the occasional requirement to work evenings and weekends. The RCM offers TOIL and overtime for any hours worked above 35 hours per week for posts at Grade 7 and below, subject to prior agreement with the Manager of Vocal & Opera.
- This role does involve the occasional requirement to move heavy instruments including pianos, chairs and stands.

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	A relevant Higher Education qualification in music performance or equivalent	Desirable	AF, INT
Experience, Skills & Knowledge	Ability to give timely and effective organisational support; to plan tasks, meet deadlines and prioritise effectively	Essential	AF, INT
	Previous experience of working in an academic environment	Essential	AF, INT
	Experience of using Higher Education virtual learning platforms	Desirable	AF, INT
	Ability to work closely and supportively as part of a team	Essential	AF, INT
	High level of accuracy and attention to detail	Essential	AF, INT
	Excellent communication and interpersonal skills	Essential	AF, INT
	Strong working knowledge of classical music and associated performance requirements, particularly vocal & opera	Desirable	AF, INT
	Knowledge of opera and/or theatre rehearsal and performance processes	Desirable	AF, INT
	Highly proficient with MS Office, especially Excel and Word and Google software (googledocs, googlesheets, googleforms)	Essential	AF, INT
Personal Attributes	Welcoming, helpful and professional manner	Essential	AF, INT
	Enthusiasm and motivation; eagerness to learn new skills	Essential	AF, INT
	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

The duties and responsibilities assigned to the post may be amended by the Manager of Vocal & Opera within the scope and level of the post.

Terms & Conditions

Availability	The post is available from January 2026												
Contract type	Permanent												
Hours of work	This role is offered on a full time (1FTE) basis. Full time hours at the RCM are 35 hours per week and normal office working hours are 9.30am-5.30pm (with a one hour lunch break), Monday to Friday. This role does involve the occasional requirement to work evenings and weekends. The RCM offers TOIL and overtime for any hours worked above 35 hours per week for posts at Grade 7 and below, subject to prior agreement with the Manager of Vocal & Opera.												
Salary	RCM Pay Scale Grade 5, incremental points 16 – 20: <table><thead><tr><th>Spine points</th><th>Full-time salary*</th></tr></thead><tbody><tr><td>16</td><td>£31,370</td></tr><tr><td>17</td><td>£32,003</td></tr><tr><td>18</td><td>£32,738</td></tr><tr><td>19</td><td>£33,510</td></tr><tr><td>20</td><td>£34,350</td></tr></tbody></table> *inclusive of London Weighting allowance 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. Payday is the 15th of each month or the last working day before this should the 15th fall on a weekend or bank holiday.	Spine points	Full-time salary*	16	£31,370	17	£32,003	18	£32,738	19	£33,510	20	£34,350
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Visas/ Right to Work in the UK	If you have time limited permission to work in the UK you must provide full details on your Application for Employment form. If you do not have permission to work in the UK but would be eligible to apply for a Visa you must state the applicable route on your Application for Employment form. We suggest you use the online tool provided by the government to explore your eligibility and options relating to Visas. Visa Checking Tool Some applicants including prospective professors, may wish to explore the Global Talent Visa route. Further information about endorsement for this visa can be found on the Arts Council website. This is not a role for which the RCM will act as a sponsor for the Skilled Worker route.												
Immigration Advisors	The HR department cannot act as immigration advisors however if you are an international student studying in the UK you can seek guidance from the UK Council for International Student Affairs (UKCISA) . Alternatively the Office of the Immigration Services Commissioner (OISC) which regulates immigration advisers maintains a list of approved Immigration Advisors .												
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 months' 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	Full time staff are entitled to 210 hours of holiday per annum, plus public holidays. 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.

How to Apply

Closing date	9am Wednesday 3 December 2025 Applications received after the stated closing date will not be considered.
Interview date	Friday 19 December 2025 Shortlisted candidates will be notified in due course. We communicate interview dates in advance to ensure candidates have adequate notice to make arrangements. Regrettably we are unlikely to be able to accommodate alternative interview dates.
To apply	To apply, please submit the following documents available on the RCM jobs page • Application Form • Equal Opportunities Form The above documents should be sent to recruitment@rcm.ac.uk by the stated closing date. We encourage applications by email however if you wish to post your application you must ensure this reaches us by the closing date. Late Application Forms, incomplete Application Forms, Application Forms submitted in a format other than Word or PDF and CVs without an Application Form will not be accepted.
Alternative formats	If you need to receive our recruitment 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.
Interview process	Interviews will take the form of a panel interview, normally comprised of three staff members however more senior positions may have larger panels. Details of the interview panel will ordinarily be included in the interview invitation. We will be happy to make any reasonable accommodations as part of this process. As part of the interview format you may be invited to take a brief tour of our facilities, details will be included in your interview invitation and we will be happy to accommodate accessibility requirements.

A test or presentation may form part of the interview process and details will be provided in the interview invitation. We will be happy to make any reasonable accommodations as part of this process.

Staff Benefits

Travel	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. We also offer a tax-free bicycle loan under a similar repayment scheme.
Events	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.
Eye tests & hearing tests	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.
Employee Assistance Programme	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.
Professional Development	The RCM is committed to the support of training and professional development for all members of staff and a range of opportunities are available.

About Us

The College	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 animateurs. The RCM was ranked as the global top institution for both Music and Performing Arts in the 2025 QS World University Rankings by Subject. The College has held this world-leading place in Performing Arts for four successive years, while Music is a new subject introduced to the rankings in 2024.
Staff	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 one hundred administrative staff.

Location

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 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.

Faculty

Considered globally as a leading centre for vocal excellence, RCM Vocal and Opera enjoys outstanding success in all areas of vocal performance. Offering comprehensive training in all skills necessary to become a professional soloist, RCM Vocal and Opera initiates creative vocal projects and runs a regular programme of international masterclasses and seminars. Faculty professors and coaches are recognised internationally as providing the highest levels of technical and artistic expertise. Students are allocated external professional solo opportunities in all London and national venues. RCM singers are currently enjoying outstanding success, many making significant debuts in the principal concert venues and opera houses throughout the world.

The RCM International Opera Studio lies within RCM Vocal and Opera and is considered to be one of the world's leading training centres for opera. The Studio offers operatic training at the highest level for performers from across the globe, and many of the world's leading singers have passed through its doors. Among the many performances on offer are three fully-staged operatic productions a year which are attended by international press, intendants and artist managers. Many of the students move straight into young artist schemes at the world's leading opera houses, or directly into fully-fledged careers.

The Royal College of Music is an Equal Opportunities employer.

Ann Somerville
Manager of Vocal & Opera
November 2025

