

Royal Northern College of Music

Candidate Pack

Vacancy: Programming Manager

Reference No: 2425-49

Closing Date: 12 Noon, Thursday 14 August 2025

Interview Date: Thursday 4 September 2025



RNCM
ROYAL NORTHERN
COLLEGE of MUSIC

Job Description

Job title: Programming Manager

Department: Performance and Programming

Responsible to: Head of Programming

Responsible for: Programming Coordinator, Programming Administrator

Overall Purpose of the Job

The Programming Manager plays a vital role in supporting the programming and co-ordination of the RNCM's promoted performance programme, which includes over 120 internal and external events each year across the College's three main venues and beyond. Working closely with the Head of Programming, they contribute to the creation and delivery of a coherent, creative and student-centred programme, including student-led events, guest artist promotions, and cross-institutional collaborations. The post-holder leads on specific programming strands, oversees the planning and delivery of festivals and Immersive Days, and ensures effective management of programme data and systems including the RNCM Artistic Plan and Spektrix. They also provide line management to the Programming team and play a key role in stakeholder communication, budget oversight, and event evaluation.

Key Responsibilities, Accountabilities or Duties

- Lead on the artistic programming of specific strands (e.g. Thursday Lunchtimes, competitions and prizes, festivals, Immersive Days, and Composer In Focus events), as agreed with the Head of Programming, in order to support an innovative and coherent public programme.
- Support the planning, negotiation and contracting of RNCM-programmed events including the Inspirational Artists series and other guest artist promotions.
- Contribute to the development and delivery of major collaborative and external projects (e.g. Manchester International Festival, Manchester: Classical).
- Oversee the management of festivals and Immersive Days, working with Artistic Directors and Heads of Schools and directing the work of the Programming Co-ordinator, across programming, budgeting, marketing and event delivery.
- Oversee the effective delivery and evaluation of all RNCM-promoted events, identifying areas for continuous improvement and innovation.
- Maintain and manage programme information within the RNCM Artistic Plan, ensuring data is accurate, accessible and shared with key stakeholders.
- Work with the Events Marketing Manager to ensure event information is prepared to deadline for guides and digital listings, proofing copy for accuracy.
- Build and maintain all RNCM-promoted events within the Spektrix ticketing system, ensuring readiness for on-sale deadlines.
- Manage assigned programming budgets, working with Finance and departmental colleagues ensuring accurate planning and reconciliation.
- Co-ordinate programming data for external surveys, knowledge exchange and funding compliance, including tax relief schemes.
- Provide effective line management to the Programming Co-ordinator and Programming Administrator, including training, supervision, workload planning and appraisal.
- Liaise with RNCM Orchestra Managers to ensure the effective scheduling of ensemble and chamber activities, supporting balanced student workloads and minimising conflicts.

- Develop and sustain productive working relationships with internal teams and external artistic partners, representing the department on relevant College committees.
- Attend RNCM performances as part of the Programming team rota, including occasional evenings and weekends.

Additional Information

Safeguarding

The RNCM is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All staff are required to complete mandatory safeguarding training, and to report promptly any concerns relating to the safeguarding of children and / or adults at risk in accordance with agreed Child Protection Policy and Safeguarding procedures.

Health and Safety Responsibilities

To ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons and to comply with the policies and procedures relating to health and safety within the RNCM.

General

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of the responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Person Specification

Criteria	Essential (E) / Desirable (D)	Method of Assessment
Experience		
Substantial experience in arts administration, ideally in a programming environment such as a venue, festival, orchestra or conservatoire.	E	Application Form/Interview
Proven experience of planning and delivering a busy programme of public events.	E	
Experience of managing budgets and reconciling expenditure.	E	
Experience of supervising or line managing staff.	E	
Experience of delivering large-scale or multi-partner artistic projects.	D	
Skills		
Ability to manage competing priorities and maintain attention to detail under pressure	E	Application Form/Interview
Strong interpersonal and communication skills with a range of stakeholders.	E	
Excellent copywriting and proofreading skills.	E	
Creative and curious, with a flair for innovation in performance programming.	E	
Excellent negotiation, planning and organisation skills.	E	
High level of IT literacy, including use of MS Office and events management software.	E	
Knowledge		
Thorough knowledge of classical music repertoire and programming practices.	E	Application Form/Interview
Familiarity with other genres including, jazz, pop or cross-genre performance.	D	
Qualifications		
Educated to degree level or equivalent experience in music or a related field.	E	Application Form
Other requirements		
A commitment to supporting the RNCM in its equality, diversity and inclusion practices	E	Interview
Willingness to work evenings and weekends as required.	E	

Summary of Terms and Conditions	
Salary	Grade 7, SCP 32 to 35, £40,497 to £44,128 per annum (pending pay review)
Hours of Work	35 hours per week, (e.g. Monday – Friday, 9am – 5pm but may vary from time to time. Flexibility in working hours will be expected.)
Annual Leave	25 days per year, increasing to 30 days after 5 years' service. In addition, 2 extra statutory days are granted during the Christmas closedown plus all 8 bank holidays.
Pension	The post-holder will be eligible to join the Local Government Pension Scheme

Issued by: Matt Whitham, Head of Programming

Date of issue: July 2025

About Us

The RNCM

Founded in 1973 through the merger of the Royal Manchester College of Music and Northern School of Music, the RNCM is continually recognised as one of the world's most progressive conservatoires.

Home to over 900 students from more than 60 countries, we're dedicated to providing an outstanding education that propels students into careers as inspiring and versatile musicians, fully-equipped for exciting futures both on and off stage.

Our Undergraduate School includes the Bachelor of Music with Honours and the ground-breaking Bachelor of Music with Honours in Popular Music - the UK's first four-year degree in this subject. Both programmes offer students the flexibility to create bespoke packages that fully support their career aspirations. They also complement degrees within our Graduate School, which provides a stimulating environment for advanced studies in performance (including conducting), composition, musicology, music psychology, and music education.

Additionally, we're home to Junior RNCM, our Saturday school for eight to 18-year-olds, and deliver an award-winning programme of free and subsidised projects for children and young people across the North West.

What it's like to work here

Our vibrant and creative community of academic and professional services staff work together to ensure that the RNCM remains a destination of choice for talented young musicians worldwide.

Friendly, collaborative and supportive, we proudly promote an inclusive and equitable working culture, offering family-friendly policies and regular opportunities for personal and professional development.

As a small specialist organisation, the staff voice is very important to us and there are numerous opportunities for colleagues to get involved in RNCM life throughout the year via our active staff engagement programme. We also have a Wellbeing Hub for staff and students, and are a Disability Confident Employer. If you feel there are adjustments that could be made to support you if invited to attend an interview, or if you join us as an employee, please get in touch via recruitment@rncm.ac.uk.



The Department

Responsible for planning the artistic activity of the College and links to the academic programme, and for all the College's internal and external facing ensemble activity. The department works in collaboration with teaching staff to plan and produce the RNCM's artistic programme, both within our public venues, and externally. Three teams make up the department: Programming (which includes the RNCM Artist Agency (providing opportunities to undertake paid performance events) and other events), Orchestras and Ensembles and Creative Engagement.

Staff Benefits

Annual leave

Minimum of 25 days (increasing to 30 days after 5 years' service and 33 days after 20 years' service) plus 8 bank holidays and closure days between Christmas and New Year.

Working hours

35 hours per week for a full-time role

Flexibility

Offered through formal flexible working (part-time, job-share, term time only, compressed hours, annualised hours and flexibility of working pattern depending on the role). Where roles are suitable we also offer blended working with a minimum of 2 days in RNCM and 3 days from home.

Family friendly policies

Enhanced maternity and paternity pay above statutory payments.

Pensions

GMPF (Greater Manchester Pension Fund) for Professional Services staff and Teachers' Pensions Scheme or USS for Academic staff. RNCM tops up pensions via an employers' contribution, adding to your pension pot.

Employee Assistance Programme

All staff can get free and confidential advice from Health Assured. The service is open 24 hours per day, 365 days per year, by telephone or via the web for staff support (mental health, physical health, counselling etc.) as well as general support such as financial, benefits or housing advice.

Eye Tests

Staff are offered a free eye test and a contribution towards glasses where they are required for display equipment work.

Events

Staff can book one free or discounted ticket to most RNCM promoted events.

Professional Development

The RNCM is committed to the supporting training and professional development for all members of staff and a range of opportunities are available.

Travel

We have on-site parking at a reasonable cost, loans for season tickets and offer a cycle to work scheme (savings on the cost of a new bicycle and associated safety equipment by providing vouchers taken out of your salary before tax).

Staff Discounts

Offered on the RNCM Food and Drink menu which includes hot drinks, cakes and snacks in the Café. You can also get loyalty points and further offers on food and drink by using our Rewards app.

Staff Wellbeing

Our Staff Wellbeing Hub provides information, support, training and social/networking activities so you can get to meet other staff (important in a blended working environment).

Staff Voice

The views of our staff are very important. We have a staff engagement programme and we involve staff in much of our decisions/policy-making. In our latest staff satisfaction survey 98% of staff were satisfied to work at the RNCM.