



## Community and Education Coordinator Job description

### ROLE

Position:	Community and Education Coordinator
Reports to:	Director of Community and Education
Location:	RPO Office - 15 Rutherford Way, Wembley Park, London HA9 0BP Option to work up to 2 days per week at home, subject to project requirements
Contract:	Full-time, Permanent
Salary:	£27,000 – £29,000 per annum, depending on experience
Working hours:	Core hours 9:30am – 5:30pm Monday-Friday with variation when projects require evening and weekend work

### APPLICATION AND INTERVIEW DATES

Application deadline	Monday 16 February 2026 5pm UK time
Interviews	First interviews will be held on Monday 23 or Tuesday 24 February 2026. Second interviews will be held for shortlisted candidates
Format of application	Apply at <a href="https://hr.breathehr.com/v/community-and-education-coordinator-44765">https://hr.breathehr.com/v/community-and-education-coordinator-44765</a> with a CV and covering letter addressed to Christopher Stones, Director of Community and Education
Application information	Please also see our Guide for applicants and our website <a href="http://www.rpo.co.uk">www.rpo.co.uk</a> Applicants must have the right to work in the UK and will be subject to an enhanced Disclosure and Barring Service check.

### ABOUT THE ROYAL PHILHARMONIC ORCHESTRA

The Royal Philharmonic Orchestra's (RPO) mission is to enrich lives through orchestral experiences that are uncompromising in their excellence, wide-ranging in their appeal and inclusive in their delivery. The RPO enhances the social and cultural fabric of local communities in the UK and internationally through its performances, and a wide range of community, education and wellbeing programmes, collectively known as RPO Resound.

The RPO perform approximately 200 concerts each season and with a worldwide live and online audience in excess of 60 million people, the Royal Philharmonic Orchestra and its commercial sister

group, the Royal Philharmonic Concert Orchestra (RPCO), act as cultural ambassadors for the UK on the world stage.

## ROLE DESCRIPTION

The Royal Philharmonic Orchestra is looking for a motivated individual to join the award-winning Community and Education department (RPO Resound) in the role of Community and Education Coordinator. The role will support the smooth planning and delivery of the Orchestra's extensive range of workshops, concerts, public events and participatory opportunities.

RPO Resound engages over 9,000 participants a year with the Orchestra and its musicians, offering a diverse programme of quality creative learning and participatory projects. Responding to the specific needs of the communities it serves, RPO Resound encompasses work in schools and special schools, local and community-based activities, partnerships with music services and cultural education providers, a strong Arts & Health strand, and further enrichment activities supporting the Orchestra's concerts and residencies.

## OUTLINE OF JOB ACTIVITIES

### Project Coordination

- Provide administrative and on-the-ground coordination for events and projects including planning, delivery, and coordinating RPO teams, partners and participants
- Liaise with stakeholders including Music Education Hubs, arts organisations, venues, funders, schools, community centres, participants and families
- Coordinate project logistics including venues, instruments, resources, and transportation
- Support financial management of projects, keeping records of income and expenditure, and liaising with finance to track invoices
- Book musicians, artists and workshop leaders and provide them with appropriate briefs, resources and information
- Support Project Managers and Marketing team to create and disseminate recruitment materials and information for press and online marketing
- Create supporting resources and materials (recordings, scores and parts) for projects as required
- Support project evaluation, capturing feedback from stakeholders, analysing data, and producing reports for partners, funders and internal use
- Ensure project environments are safe, adhering to RPO Health & Safety, accessibility and Safeguarding protocols

### Departmental Administration

- Maintain the online diary system (ArtsVision), produce monthly booking schedules for musicians and monthly fee sheets for finance
- Support collection and analysis of monitoring statistics and produce reports for Arts Council England and other funders
- Maintain departmental collections (music scores, photo/video databases, evaluation materials, templates) and stock of instruments, organizing repairs as required
- Handle departmental communications, fielding queries and responding to correspondence

### Other Duties

- Coordinate and track DBS checks for employees and artists in line with safeguarding policies
- Observe safeguarding, child protection, health and safety and equal opportunities policies and procedures
- Be an ambassador for the RPO and represent the organisation professionally
- Support information gathering for fundraising applications and undertake any other duties as may be required

## PERSON SPECIFICATION

### Essential

- A clear interest in and passion for music education and outreach work
- Highly organised, including excellent administration and task management skills
- Demonstrable ability to manage and prioritise a busy and diverse workload
- Process driven and highly attentive to detail
- The ability to work autonomously using own initiative, and as part of a small, committed team
- An enthusiastic and self-motivated approach
- Strong written and verbal communication skills
- Good interpersonal skills and an enthusiasm to meet and work with new people
- Ability to digest, record and disseminate information accurately and effectively
- Strong IT literacy and the ability to pick up new skills in this area
- Good numeracy skills, including the ability to work with and understand project budgets
- Commitment to diversity and inclusion
- Willingness to travel around the UK to regional venues and partners and to work some weekends and evenings

### Desirable

- Some prior experience working in the Arts or Education
- The ability to read music notation and prepare musical scores and parts

## ADDITIONAL BENEFITS

- 25 days annual leave per annum
- 8 Bank holidays
- Entitlement to leave during the Company's annual (Christmas) shutdown (generally 3 days)
- Time off in lieu for work on weekends or Bank holidays
- Pension scheme with an employer contribution up to 6% salary
- Interest-free loan for a travel season ticket after 6 months