

# EVENTS COORDINATOR

Development

Grade 6, Full-time, Permanent

Job reference number: 401-26

## Applicant Information Pack

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### Closing date

9am Tuesday 5 May 2026

### Interview date

Friday 15 May 2026

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

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## Job Description

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<b>Job title</b>	Events and Alumni Coordinator
<b>Department</b>	Development
<b>Grade</b>	6
<b>Hours of work</b>	Full Time (1FTE)
<b>Contract type</b>	Permanent
<b>Responsible to</b>	Head of Events and Engagement
<b>Responsible for</b>	n/a
<b>Liases with</b>	<p><b>Internal</b> Head of Events and Engagement, Development, Estates and Facilities, Studios, Planning and Programming, Vocal and Opera, Finance, Marketing and Communications, Students.</p> <p><b>External</b> Donors and supporters, Alumni, Event Committees, Imperial College Catering, Event Suppliers, Venue Hire Clients</p>
<b>Job overview</b>	To deliver supporter cultivation, stewardship, fundraising and alumni engagement events to the highest standards. Coordinating, planning and delivering the Development and Alumni Engagement events offering, and working with colleagues to ensure the smooth and successful delivery of all events with a professional, considerate approach and exceptional customer service. Support the small Events team in the growing Venue Hire business.

### Key Responsibilities

#### Development Events

To ensure excellence in the delivery of a wide range of events while managing relationships with internal departments and external suppliers:

- With the support of the Head of Events and Engagement, plan and deliver the Development Events Programme, ensuring the programme is unique, interesting, varied and updated annually.
- Manage the workflow, logistical support, and timeliness of the delivery of events.
- Ensure a unique, high quality event experience in line with RCM's brand.
- Develop content with the support of RCM Colleagues for behind the scenes and education donor events with the aim of attracting high level donors to attend and encourage maximum donations.
- Liaise with internal and external stakeholders, speakers, and talent to attend and feature in events.
- Work with the Head of Events and Engagement to ensure events are delivered within budget and fundraising targets are met.
- Support internal RCM events, including but not limited to Graduation, Presidents Visit, academic conferences, marketing and launch events.
- Liaise with internal departments and adhere to House Management, Licensing and Health & Safety guidelines.
- Ensure Development event invitations are drafted and sent in a timely manner and all RSVPs are tracked accurately using the Raiser's Edge database system.
- Ensure appropriate coverage at events and managing 'on the day' organisation.
- Lead event briefings for the Development team.

- Where appropriate, draft speech notes for RCM Directorate and Council members and Leadership Volunteers speaking at events.
- Support the Head of Events and Engagement with the organisation of the RCM's prestigious fundraising events and galas and help with the delivery of these events and relationships with committees.
- Ensure events are planned efficiently, producing detailed event briefs, schedules and staff briefings.
- Be the main point of contact for ticketing and Box Office for Development events.

## Alumni

- Work with the Head of Events and Engagement to help identify potential supporters via the alumni network.
- Act as a first point of contact for all RCM alumni enquiries received by telephone, post, email, in person or through social media.
- Work with the Head of Events and Engagement and other RCM colleagues to deliver specific and targeted alumni activities – for example, graduation, the alumni e-newsletter, alumni engagement events, the RCM's alumni LinkedIn group.

## Venue Hire

In busy Venue Hire periods support the venue hire offer:

- Ensure all enquiries receive a prompt and professional response (within 24 hours).
- Ensure all enquiries are logged and tracked on Momentus.
- Sell, plan and deliver venue hire bookings ensuring the highest quality of event delivery.
- Raise contracts and invoices, and check receipt of deposits and payment of invoices, with no booking going ahead if contractual payment has not been received by agreed date.

## General

- Act as liaison across RCM departments to ensure safe, smooth event delivery.
- Manage set ups, live and de-rigs as required.
- Ensure RAMS are followed during events.
- Support the planning and delivery of RCM showcase events.
- Provide support with event administration as required, producing detailed and accurate paperwork.
- Support with the delivery of any contracted benefits for supporters, donors, prospects or Corporate Partners, ensuring delivery to a high standard.
- Maintain accurate event records on Raisers Edge and Momentus.

## Special Factors

- This role requires evening and weekend work, which will be compensated with time off in lieu.
- The candidate must be a team player, happy to support others in the team as required.

## 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
<b>Qualifications</b>	Relevant experience	Essential	AF, INT
	First Aid at work qualification	Desirable	AF
<b>Experience</b>	Significant and relevant experience of working in events	Essential	AF, INT
	Experience of working as part of a team to meet ambitious financial targets	Essential	AF, INT
	Experience of using Raiser's Edge, Momentus or similar Customer Relationship Management System	Desirable	AF, INT
	Experience working within Alumni engagement or working with volunteers	Desirable	AF, INT
	Experience of working in music, other arts, or higher education fundraising	Desirable	AF
<b>Skills/Knowledge</b>	Clear, confident and professional communication style with excellent customer service and negotiation skills	Essential	AF, INT, ST
	Strong IT skills (Microsoft Word, Excel, Teams)	Essential	AF, INT, ST
	Excellent time management and organisational skills, with the ability to manage time effectively and work to deadlines	Essential	AF, INT
	An eye for detail and creativity for event production	Essential	AF, INT
<b>Personal Attributes</b>	Methodical approach with fine attention to detail	Essential	AF, INT, ST
	Commitment to high professional standards and customer care	Essential	AF, INT
	Team player with a positive, flexible and enthusiastic approach to the role	Essential	AF, INT
	Keen to grow knowledge and share ideas for growth within the team	Essential	AF, INT
	Willingness to work outside regular office hours in the evenings and at weekends.	Essential	AF, INT
	Interest in classical music	Desirable	AF

AF = Application Form   INT = Interview   ST = Selection Test

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

## Terms & Conditions

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<b>Availability</b>	The post is immediately available and the postholder should ideally be available to start as early as possible.												
<b>Contract type</b>	Permanent												
<b>Hours of work</b>	<p>The role is offered on a full time (1FTE) basis.</p> <p>Full time hours at the RCM are 35 hours per week and normal working hours are 9:30am-5:30pm (with a one-hour lunch break), Monday to Friday.</p> <p>This role requires evening and weekend work, which will be compensated with time off in lieu.</p>												
<b>Salary</b>	<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>£34,350</td></tr><tr><td>21</td><td>£35,173</td></tr><tr><td>22</td><td>£36,069</td></tr><tr><td>23</td><td>£37,006</td></tr><tr><td>24</td><td>£37,968</td></tr></tbody></table> <p>*inclusive of London Weighting allowance</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 15<sup>th</sup> of each month or the last working day before this should the 15<sup>th</sup> fall on a weekend or bank holiday.</p>	Spine points	Full-time salary*	20	£34,350	21	£35,173	22	£36,069	23	£37,006	24	£37,968
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<b>Visas/ Right to Work in the UK</b>	<p>If you have time limited permission to work in the UK you must provide full details on your Application for Employment form.</p> <p>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. <a href="#">Visa Checking Tool</a></p> <p>This is <b>not</b> a role for which the RCM will act as a sponsor for the Skilled Worker route.</p>												
<b>Immigration Advisors</b>	<p>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 <a href="#">UK Council for International Student Affairs (UKCISA)</a>. Alternatively the Office of the Immigration Services Commissioner (OISC) which regulates immigration advisers maintains a <a href="#">list of approved Immigration Advisors</a>.</p>												

<b>DBS check</b>	Not applicable for this post.
<b>Probation</b>	The post has a six-month probationary period.
<b>Notice period</b>	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.
<b>Pension</b>	The Universities Superannuation Scheme (USS) is available for all administrative staff. Full details of the scheme can be found on the USS website: <a href="http://www.uss.co.uk">www.uss.co.uk</a> . Arrangements exist for members to make additional voluntary contributions (AVCs).
<b>Annual leave</b>	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

<b>Closing date</b>	<b>9am Tuesday 5 May 2026</b>  Applications received after the stated closing date will not be considered.
<b>Interview date</b>	<b>Friday 15 May 2026</b>  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.
<b>To apply</b>	To apply, please submit the following documents available on the RCM jobs page <ul style="list-style-type: none"> <li>• Application Form</li> <li>• Equal Opportunities Form</li> </ul> <p>The above documents should be sent to <a href="mailto:recruitment@rcm.ac.uk">recruitment@rcm.ac.uk</a> by the stated closing date.</p> <p>We encourage applications by email however if you wish to post your application you must ensure this reaches us by the closing date.</p> <p>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.</p>
<b>Alternative formats</b>	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.
<b>Interview process</b>	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

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<b>Travel</b>	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 offer a Cycle to Work Scheme via CycleScheme.
<b>Events</b>	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.
<b>Eye tests &amp; hearing tests</b>	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.
<b>Employee Assistance Programme</b>	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.
<b>Professional Development</b>	The RCM is committed to the support of training and professional development for all members of staff and a range of opportunities are available.

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## About Us

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<b>The College</b>	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, masters 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 No. 1 institution in the UK and Europe, and second globally, for both Music and Performing Arts in the 2026 QS World University Rankings by Subject. The College has held global first and second positions in Performing Arts for five successive years, while Music is a new subject introduced to the rankings in 2024.
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**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 100 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.

**Department** The Royal College of Music (RCM) Development team raises significant funds each year from individuals, companies, charitable trusts and foundations, to support the RCM in its educational and artistic mission.

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

**Vicky Moran**  
Head of Events and Engagement  
April 2026

