

# Director of Music

## CONTENTS

1. Introduction
2. The role
3. The person
4. Terms of appointment



# INTRODUCTION

As the National Conservatoire of Wales, the Royal Welsh College of Music & Drama is one of the foremost conservatoires in the world with some 800 students drawn from over 30 countries.

The National Conservatoire sits proudly alongside the other national cultural institutions of Wales, which include Welsh National Opera, the BBC National Orchestra of Wales, National Dance Company Wales, National Theatre Wales, Theatr Genedlaethol, the National Library and National Museum. It is a major provider of artistic output and promotes over 500 public performances a year. This year sees significant development of the international Seligman opera school, under the artistic leadership of John Fisher, alongside its extensive offer across classical music, jazz, composition and electronic music.

The conservatoire building itself, set proudly in the centre of Cardiff, is a world-class venue which is used for training, performance, community engagement and conferences. The College benefits from the active support and engagement of its President, His Royal Highness The Prince of Wales, as well as from its distinguished Chairman Laureate, Vice Presidents, Fellows and International Chairs. Outreach activity reaches over 10,000 young people a year, and advanced training is also provided through the Junior Conservatoire and Young Actors' Studio in Cardiff and West Wales. The College encourages and facilitates collaboration with a wide spectrum of the professional arts industry in the UK and internationally to ensure that the Conservatoire's students are exposed to high quality professional industry practice and to leading international artists. Great emphasis is placed on delivering a continuous flow of highly skilled and employable talent to the global arts industries.

The Director of Music will lead the development of the Music department in the context of a new vision and five year strategy for the College. This includes increasing focus on international partnerships, research and innovation, alongside fully inhabiting the College's national role across Wales and commitment to equality, diversity and inclusion. The Director of Music is a key ambassador for the College externally and is expected to deputise for the Principal, attend performances, events and other corporate functions on the College's behalf.

## **GOVERNANCE STRUCTURE**

The Royal Welsh College of Music & Drama is a subsidiary company of the University of South Wales. Both organisations are separate legal entities, each a separate Charity with its own Board of Governors/Directors. The Principal of the College is accountable to the Board of Directors of the Royal Welsh College of Music & Drama. The Director of Music reports directly to the Principal and will also present to the Board of Directors of the Royal Welsh College of Music & Drama Ltd. The Vice Chancellor of the University of South Wales (USW) acts as the Accounting Officer to the Higher Education Funding Council for Wales (HEFCW) for the use of any allocated public funding from HEFCW.



## THE ROLE

The College is seeking an energetic, experienced individual who will enjoy working in an institution dedicated to professional training for the music and theatre professions within a highly developed, student-focused ethos. The successful candidate will be of the highest calibre and professional integrity and will have the opportunity to make a major contribution to the future of the College. S/he will be expected to assume a wide range of managerial responsibilities, deputising for the Principal as appropriate while engaging artistically and educationally with students and undertaking some teaching/project work.

The successful candidate will have an established artistic and/or academic profile in the arts as well as be comfortable in leading strategic change to increase the Music department's international standing.

The successful candidate will possess – or will need to develop rapidly – an understanding of the educational, cultural, geographic and economic life of Wales and the UK and will be an advocate for promoting the arts as an essential element in civilised societies.

## KEY RESPONSIBILITIES

The Director of Music is responsible for providing a learning environment of the highest possible quality for Music students; for leading the Music subject team; and for promoting a lively and active culture of research, innovation, professional practice and/or consultancy within Music.

Line management:

- Head of Music Performance and Academics in Music

Furthermore, the Director of Music will be responsible for the following;

### 1. Management

- To lead strategic planning in Music.
- To lead the Music staff team and line-manage the Head of Music Performance.
- To take overall responsibility for the day-to-day delivery of Music programmes and oversee the work of Heads of Music Programmes.
- To devise, plan and deliver, each academic year, an integrated academic and performance programme for Music students in collaboration with the Head of Music Performance, Heads of Study and Heads of Music Programmes.
- To take overall responsibility for quality assurance processes in Music programmes.
- To manage the budget for Music programmes.
- To initiate and lead collaborative projects across College.
- To develop a vibrant programme of staff development.
- To instigate and maintain effective communication with part-time staff in close collaboration with the Music team.
- To oversee the development of comprehensive staff and student documentation (for clarity of policies and procedures).
- To take overall responsibility for health and safety in respect of Music programmes.

### 2. Learning, teaching and assessment

- To take overall responsibility for learning and teaching and assessment strategies in Music programmes;
- To take overall responsibility for setting and maintaining academic standards for Music programmes;
- To undertake teaching as required;
- To ensure that Music curricula are up-to-date and vocationally relevant;
- To ensure that Music programme documentation is accurate and fit for purpose;
- To take overall responsibility for the examination and assessment procedures of Music programmes and to act as an examiner or moderator and to chair assessment panels and boards of examiners as required;
- To liaise with Music external examiners;
- To oversee the development of the Music academic portfolio (including CPD qualifications e.g. short courses and distance learning)
- To keep abreast of current good practice in the learning and teaching of Music at HE level.

### 3. Student support

- To take overall responsibility for the support of Music students including the personal tutor system, ensuring that disabilities and specific learning needs and medical issues are addressed appropriately within Music;
- To ensure that the academic progress of Music students is appropriately monitored;
- To take an active role in the College's procedures for tracking graduates;
- To offer guidance and support to graduates and write references as required.

### 4. Research and scholarly activity

- To promote a lively and active culture of research and knowledge exchange within Music;
- To lead on the development of doctoral programmes for staff and students;
- To enhance and promote the RWCMD's involvement in research networks in the sector, both in the UK and overseas.
- To ensure the principles of the USW Academic concept are achieved, across the Music subject team, with regard to research and/or scholarly activity and innovation.

## 5. Recruitment, admissions and outreach

- To take overall responsibility for the development and implementation of the Home/EU and International Music recruitment strategy and report to Academic Board as required;
- To set appropriate and attainable Home/EU and International recruitment targets year-on-year in collaboration with the Head of Operations.
- To identify and develop proposals for collaborative institutions world-wide;
- To undertake international recruitment activities as required;
- To represent the College overseas and to attend conferences/conventions as required.

## 6. Professional responsibilities

- To make a substantial contribution to institutional strategic planning;
- To serve, ex officio, as a member of the Academic Board and other committees and working groups as appropriate;
- To act as a bridge between Development and the Music department to facilitate agreed activities;
- To represent the College in relevant national and international fora;
- To undertake, from time to time, such additional duties as may reasonably be required by the Principal.

## GENERAL CONDITIONS

The post holder must become familiar with, and adhere to, the College's policies, procedures and guidelines and must at all times carry out their responsibilities with due regard to the College's Equal Opportunities Statement and commitment to equality.

The post holder must accept responsibility for ensuring that the policies and procedures relating to Health and Safety in the workplace are adhered to at all times. The post holder must respect the confidentiality of data stored electronically and by other means in line with the Data Protection Act. All members of staff are required to be professional, cooperative and flexible, in line with the needs of the post and College



# PERSON SPECIFICATION

Candidates will be expected to demonstrate thorough relevant experience at a senior level the following skills and capabilities:

<b>Essential</b>	<b>Desirable</b>
<p><b>Skills and abilities</b></p> <p>Advanced teaching skills</p> <p>Leadership and management skills including: strategic thinking; planning and delivery of objectives; negotiation; advocacy</p> <p>Interpersonal skills including: tact; diplomacy; the ability to see alternative points of view; to challenge and motivate others; to adopt a collegial approach</p> <p>Organisational and administrative skills including time-management, clear thinking, the ability to prioritise competing demands;</p> <p>Ability to manage a budget</p> <p>Positive, pro-active and creative approach to problem solving.</p> <p>Ability to remain calm under pressure</p> <p>Excellent communication skills, oral and written including: public speaking and the drafting of formal reports.</p> <p>Numerate and IT literate</p>	<p><b>Skills and abilities</b></p> <p>Ability to speak Welsh.</p>
<p><b>Knowledge</b></p> <p>The wider conservatoire and HE context.</p> <p>in-depth knowledge of the professional field;</p> <p>Relevant music industry contexts.</p> <p>Professional music networks.</p>	<p><b>Knowledge</b></p> <p>The wider arts industry context.</p>
<p><b>Experience</b></p> <p>Successful career as a performing/academic musician.</p> <p>Experience of working within higher education at a senior level.</p> <p>Experience of working within international contexts.</p>	<p><b>Experience</b></p> <p>Teaching experience, preferably in HE.</p>
<p><b>Training</b></p> <p>Doctoral degree or equivalent</p>	<p><b>Training</b></p> <p>Higher education teaching qualification.</p>
<p><b>Other requirements</b></p> <p>Ability to manage change and motivate staff within a changing environment;</p> <p>Ability to act as an ambassador for the College; commitment to the core principle that academic staff must be research/scholarly active.</p>	<p><b>Other requirements</b></p>

# TERMS OF APPOINTMENT

- Location:** The role will be based in Cardiff
- Salary:** Grade J - £68,528
- Contract:** Full time
- Benefits:** A comprehensive benefits package is available
- Interviews:** 25 November 2019

