

# ROYAL ACADEMY OF MUSIC

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## JOB DESCRIPTION & PERSON SPECIFICATION

### 1. JOB DETAILS

<b>Job Title:</b>	Head of Collections
<b>Dept/Faculty:</b>	Museum and Collections
<b>Location:</b>	Royal Academy of Music, Marylebone Road, NW1
<b>Responsible to:</b>	Dean of Students
<b>Responsible for:</b>	Museum and Library team consisting of Acting and Assistant Librarians and Library Assistants, Instrument Curator, Instrument Loans Coordinator, Collections Care and Digitisation Officers
<b>Dimensions:</b>	c. 800 students; c. 15 specialist collections containing c. 100000 items; annual budget of c. £200k
<b>Internal/external contacts:</b>	Librarian and Library team, Museum team (Instrument Curator, Collections Care Officer and Digitisation Officer, Instrument Loan coordinator), Heads of Programmes, Heads of Principal Study Departments, Access and Participation Manager, external researchers, curators and archivists from other museums

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### 2. PURPOSE OF THE JOB

The Royal Academy of Music has built a collection of 23,000 objects which is accredited with museum status by the Arts Council of England. The holdings include internationally significant musical instruments, artworks and artefacts and sound recordings. Within its library, the RAM Special Collections and Archives have Designated status with Arts Council England and hold correspondence, manuscripts, musical scores, photographs, printed ephemera, books and bound volumes. See [www.artscouncil.org.uk/publication/designated-outstanding-collections](http://www.artscouncil.org.uk/publication/designated-outstanding-collections) for details.

With collections of this significance comes the duty of care and conservation shared by all accredited museums. However, the importance of access to the Collection for interpretation through performance, teaching and research – not only handling but playing and transporting the instruments – makes this a duty with complex dimensions. The Academy is not only committed to maintaining its ability to supply historic, rare and valuable instruments on loan to musicians, but also to realising the potential of the collection in order to increase access and participation in line with its strategic goals.

The purpose of the Head of Collections role has three elements: 1) leadership and management of the museum and library, 2) stewardship of the collection and 3) continuing to develop the engagement of students, staff and members of the public with its holdings, keeping the Collection relevant and useful to the organisation's core aims. The Head of Collections will require vision with respect to programming possibilities and diligence with respect to administrative (professional and financial) detail.

This role is an opportunity to lead a small team of specialists, collaborate with academic colleagues and generate compelling encounters with extraordinary objects in digital and material form.

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### 3. KEY ACCOUNTABILITIES

#### Leadership and management

- Inspirational leadership of the Academy Collections as rich resources with which students, staff, and external partners can express the history and evolving practice of instrumental playing in imaginative ways to people of diverse ages and backgrounds
- Operational planning for the Collection (programming, loans, display, access, documentation, conservation and storage) with the RAM Executive, working closely with the Dean of Students, and monitoring of key projects and priorities
- Maintaining Accredited status for the Academy Collection by submitting the application for renewal by April 2022, including collating data and material necessary for the fulfilment of the part 1 requirements, 'Organisational Health', and reviewing the Academy's Collections' policies and planning as required. Includes liaison with Museum Development team and ACE accreditation Assessor.
- Management of Library and Museum staff, as above
- Active support and maintenance of line management processes (objectives, performance reviews, and other requirements) for the Museum and Library
- Develop current staff by continuous professional development, and contribute to the 'pipeline' of potential successors by means of skill-building mechanisms and traineeships in collections and public engagement

#### Collection stewardship

- Work with the Curator of Instruments to ensure that the musical instruments in the Collection are maintained in optimal condition for the purposes of research, display or playing depending on their conservation level.
- Ensure that the Academy Collections fulfil the development, documentation, care and conservation conditions for accreditation under part 2 of ACE's guidelines, 'Managing Collections'
- Review, in consultation with experts within and beyond the Academy's protocols for the loan of instruments from the collection to be played, and translate these into a compelling narrative in the accreditation application to ACE under part 3, 'Users and their Experiences'.

#### Collection engagement

- Develop and co-ordinate an engagement programme for the Collection to support the Academy's Access and Participation Plan 2022-26
- Ensure that this programme fulfills the ACE requirements for museum accreditation under part 3, 'Users and their Experiences'
- Sustain and expand access to the Collection for schools and young people as the source of the Academy's future student body

- Work closely with the Museum team, the Librarian and colleagues in events and Marketing/Communications to scope the enhancement of the digital offer for users of the Collection, drawing on the expertise of relevant external experts where necessary
- Work closely with the Concerts and Facilities teams to plan the offer to onsite visitors and users of the Collection who are neither students nor staff, post-Covid and following the refurbishment and re-purposing of the ground floor museum as a teaching space
- Work closely with the curatorial and library team to ensure excellence in accessibility and interpretation for the Collection
- Design, implement and manage an active evaluation and user feedback system, to inform continuous improvement of Collection engagement and the expansion of the Collection's users, and to supply the Academy with robust data for the impact of their Access and Participation strategy
- Work with the Communications and Marketing team to expand the profile of the Collection in digital marketing and social media campaigns, with particular attention to the narrative potential of instruments, photographs, journals, scores and manuscripts as visual resources
- Maintain booking system for student access to museum galleries for study purposes and supervised teaching spaces without administrative support

#### Project management and stakeholder relationships

- Delegated responsibility for Library and Museum operational budgets related to the Collection
- Active participation in committees and working groups related to the Academy's Access and Participation strategy
- Maintain excellent relations with teaching staff, encouraging a growing and evolving use of instruments and other Collection items in teaching and in maintaining the profile of research at the Academy.
- Maintain excellent relations with the Academy's Concerts and Facilities, and Audience Engagement colleagues in pursuit of a collaborative and cooperative approach to raising the profile of the Collection in the events programme
- Develop the Academy's Access and Participation and Open Academy network of partnerships with museums and archives, educational institutions (schools, FE and HE)

#### Special Requirements:

- Some weekend and evening working may be required
- Please note that this job description is not exhaustive, and the role holder may be required to undertake other relevant duties commensurate with the grading of the post. Activities may be subject to amendment over time as the role develops and/or priorities and requirements evolve.

## 4. NATURE & SCOPE

The Royal Academy of Music, founded in London in 1822, is the United Kingdom's oldest conservatoire, or specialist performing arts college. It provides undergraduate and postgraduate training in instrumental playing and performance, composition, jazz, musical theatre and opera to a student community representing more than 50 nationalities. The RAM Junior Academy, which trains musicians up to the age of 18, and the Open Academy community music projects, and events for all ages testify to its commitment to lifelong learning.

Today, the Academy is an adventurous conservatoire where the traditions of the past meet the talent of the future. It is a place for new musicians to connect, collaborate and create so that music will always move forward.

The Academy houses a rich set of collections relating to many aspects of musical culture and performance. These include one of the world's finest collections of Italian stringed instruments; a fine set of keyboard instruments; significant collections of art and iconography; the Academy's archives; a wealth of documents relating to nineteenth-century musicians (including autograph materials from Beethoven, Mendelssohn, Liszt, Sullivan and others); autograph musical materials by Purcell, Mendelssohn, Vaughan Williams and Sullivan, among others; performance materials formerly in the possession of great interpreters of the last century, notably Sir Henry Wood, Sir John Barbirolli, Sir Charles Mackerras, Lord Menuhin, Otto Klemperer and Robert Spencer; iconographic materials, programmes, scores and business documents in the collection of Norman McCann; and a host of other rare bibliographic materials dating from the last 450 years

The Academy's museum opened in 2002, supported by a grant from the Heritage Lottery Fund. In 2010 it was given accreditation by MLA.

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## 5. GENERAL

1. This job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder.
2. All employees have a duty to comply with the Academy's published policies and procedures and at all times work within the spirit and scope of Academy Equality and Diversity Policy.
3. The Academy is committed to safeguarding and promoting the welfare of students of all ages and expects all staff and volunteers to share this commitment, in line with the Ethics and Conduct policy.



	<p>Administration and documentation systems for museums, libraries or archives</p> <p>Awareness of current research in the Museum and Libraries landscape</p>	<p>Online and digital engagement – including social media, website management and blogging</p>
<p><b>Qualifications/ Training:</b></p>	<p>Good first degree</p> <p>Substantial knowledge of and enthusiasm for music and musical instruments, whether as academic, professional practitioner or amateur</p>	<p>Postgraduate qualification in Museum studies or Heritage management, technology, history or music</p>
<p><b>Personal Qualities/ Attributes:</b></p>	<p>Confident working with people of all levels, internally and externally</p> <p>Committed to providing a consistently strong level of customer service</p> <p>Excellent organisational skills</p> <p>Excellent communication skills</p> <p>Ability to work self-sufficiently, resourcefully, on own initiative and as part of a team</p> <p>Ability to lead with confidence</p> <p>Ability to deal sensitively with confidential information</p>	



The Academy will shortlist for interview any candidate who has identified a disability and demonstrated that they meet the essential criteria listed above.