

National Centre for Music



Recruitment Pack
Events Officer

Image © RHSPT/Tom Stuart Smith Studio

Key Information

JOB TITLE	Events Officer
CONTRACT	Fixed term for three years.
SALARY	£30,000 per annum (pro rata @ 0.6 FTE = £18,000)
HOURS	Part-time (0.6 FTE)
LOCATION	Hybrid, based in offices in central Edinburgh, until such time as we open as a public venue, when in person working will increase.
REPORTS TO	Creative Producer
EMPLOYER PENSION CONTRIBUTION	4%
LEAVE	31 days including public holidays (pro rata = 19 days)
START DATE	January 2027



About the National Centre for Music

The National Centre for Music (NCM) is a new charitable organisation which will take up home within and operate the iconic old Royal High School on Calton Hill, Edinburgh. Offering new performance and rehearsal spaces, practice rooms, a recording studio, co-working and creative office space, events and conferencing facilities, a cafe and bar, and two acres of flower-filled landscaped gardens – the first public city centre gardens to be opened in Edinburgh in 200 years – the centre will become an iconic destination and a place where Scotland's musical history is made.

NCM aims to gather, nurture and celebrate all of Scotland's musical ecosystem – providing opportunities and pathways for people to participate in, perform or soak up and enjoy music making of all genres. We will both showcase Scotland's musical heritage and support the creation of music that will inspire people for centuries to come.

We have been founded to answer an incredible opportunity – the redevelopment of an iconic heritage location. This setting, its story and its connection with Scotland's cultural history has influenced our founding ideas. This is a building where focused listening, learning and collaboration have always been at the centre of things, and soon it will be full of these once more – for everyone to explore.

About This Role

We are seeking to appoint an Events Officer to play a crucial role in the delivery of the National Lottery Heritage Fund Activity Plan. This ambitious programme will ensure local communities feel welcome, engaged, and empowered to explore and shape what this new national cultural organisation could mean for them.

The Events Officer will be responsible for delivering public engagement events within our National Lottery Heritage Fund funded project, which has an emphasis on engaging diverse audiences with the site and its development, particularly those who may often face barriers to engaging with cultural organisations like ours. The initial focus of the role will be on events responding to community interests and needs around the heritage of the building, the landscaped gardens, and related cultural heritage topics. It is anticipated that many, but by no means all events will be musical in output. In due course, events run under this plan will become part of the early core programmes at NCM. We want to ensure the people we welcome and work with feel a long-term sense of connection with the site, the project and each other – building future audiences and community connections for the long-term.

The Events Officer's role is to deliver engaging and accessible events that engage local communities as well as national and international visitors with the heritage – architectural, musical, cultural, horticultural, and social - of the site. Over the past six months, our Community Engagement Officer has been building relationships and project ideas with community groups immediately local to the former Royal High School building – in Dumbiedykes and Abbeyhill – as well as more widely across Edinburgh. The Events Officer will support the next phase – bringing ambitious, often co-created, project ideas to life through effective event planning and execution.

The Events Officer will coordinate the logistics, planning and delivery of a wide range of event types - from festivals, to building tours, to talks, to artistic commissions and performances. The role will require good project management skills, excellent communication and a strong commitment to inclusive practices. The Events Officer will also play a critical role in documenting and evaluating these early events and projects, to support long-term planning and partnerships.

The role is initially a three-year fixed term post, supported by funding from the National Lottery Heritage Fund. There is potential for it to be extended or adapted, as the NCM business model and strategy develop past initial opening years. The NCM team is currently based in an office on George Street but, in future, our home and offices will be in the iconic Royal High School building itself. Events and engagement activities will therefore initially take place in the community or alternative locations, before shifting to focus more on welcoming people into the National Centre for Music.

This is an exciting moment to join the team of a significant new organisation in Scotland's cultural sector and we look forward to welcoming a new member to the team.

Vision

Reawakening a spectacular Scottish heritage site, the National Centre for Music will become an energising force in Scotland's music sector, and an iconic cultural destination. Through our programmes and partnerships, Scotland's musical communities will come together, music will change peoples' lives, and Scotland will stay firmly at the forefront of global musical boldness.

Mission

To create a nurturing and inspiring environment where Scottish musical history is made.

Values

Every sound counts

The explosion of different types of musical approaches, genres and passions that exist here every day is what makes us special.

Curiosity fuels our creativity

Our quest to celebrate the richness of music making in Scotland will never be exhausted – we know there is always more to discover, and we take that challenge seriously.

Join the dots

We are an active connector – bringing different musical perspectives and knowledge together in respectful exchange for everyone's benefit.

Warm and welcoming

We may look grand on the outside, but as soon as you enter, you feel at home. Our spaces all have an uplifting atmosphere, and our friendly team ensure everyone can access, enjoy and participate fully in what we have to offer.

Building for the future

We are creating an organisation that will play a significant role in Scotland's cultural trajectory. People will start to rely on us, so we prioritise long-term resilience and put sustainability (in all its meanings) at the heart of our thinking, to ensure we become an organisation fit for the future.



Responsibilities

The key responsibilities of the Events Officer are as follows:

- To work closely with the Community Engagement Officer to develop, test and deliver events that are accessible for all, for and with audiences/participants with a wide range of ages, backgrounds and support needs.
- To develop and deliver opportunities that will inspire our audiences to engage with our heritage stories, including talks, tours, live performances, workshops, and live streams/digital productions, gardening programmes and more.
- Develop and deliver key events to recognise public support for the project, and give people increased opportunities to celebrate the history of the site (e.g. Doors Open Day, Lottery Players Event).
- Create opportunities to ensure that everyone can access our events, with a focus on practical support to ensure those with additional access requirements are welcomed and able to participate in ways suited to their needs and preferences.

Specific responsibilities will include:

- Event scheduling in response to briefs
- Event risk assessments
- Logistics bookings (artist / facilitator fees and terms, venue bookings, travel, accommodation, access support)
- Budget tracking
- Supporting coordination of technical and AV equipment
- Creating event plans, toolkits, and resources for participants and partners
- Developing access guides and support structures
- Internal / partner communications, as well as communicating closely with marketing contacts on public event communications



Person Specification

Career paths into events work rarely run in a straight line, and we're not fixed on a particular route in. What matters is that you have a strong track record of delivering cultural and/or engagement events, building the kind of trust with communities and partners that makes people want to work with you again. You'll know what it takes to turn a brief into an accessible, practical and impactful event, and you'll have done this with people / partners across a genuinely wide range of ages and lived experiences.

We anticipate this being a role that gathers a lot of interest and hope it's helpful to stress that this role is not about delivering corporate-style events or events that feel like they are responding to a client – it is about executing events as part of a busy and diverse cultural programme and team, often based on co-creation principles. Candidates with experience working in heritage settings and/or live performing arts are likely to stand out, and/or those who clearly demonstrate their understanding of the needs of different audiences, cultural partners, and communities. Please also note, we do not anticipate this being a role where the individual would necessarily front / facilitate an actual event on the day – this is a planning role, not an event presenter/facilitator.

Skills and Experience required for this role

- In-depth understanding of event management, whether gained through past roles or a qualification
- 2-3 years' experience of successfully delivering events with a focus on heritage, culture, music, horticulture or a related subject matter
- Working understanding of audience and community engagement practice
- Experience in nurturing and developing positive relationships with diverse audiences, community partners and external stakeholders
- A commitment to inclusion and skills in delivering accessible events
- Demonstrable experience of working to a brief, establishing priorities and delivering to deadline
- Experience of working with a wide range of ages and a diverse range of different demographic groups
- Experience in gathering useful evaluation and monitoring data
- Skilled in use of IT/systems information management, to manage information, data and project planning effectively
- Ability to manage budgets and resources

The following would also be an advantage:

- A degree in events, heritage or culture, or a project management qualification
- Knowledge of Edinburgh and its communities
- Understanding of / experience within a live performing arts environment
- Experience of working on / with a National Lottery Heritage Fund supported project
- Working understanding of volunteering practice
- Experience in identifying the opportunities within a collection or heritage asset and translating them into engaging and accessible events
- Experience of managing volunteers
- Experience of contributing to communications and marketing outputs and/or working effectively with communications and marketing colleagues

The characteristics of someone we think would flourish in this role

- A creative and flexible individual, able to see the opportunities within a heritage asset and translate them into engaging and appropriate events
- Someone with a person-centred, collaborative approach to event delivery, who shares ownership with the communities they work with
- Someone with a practical approach and eye for detail
- An individual with exemplary communication skills, comfortable and compassionate when working with people with lived experience of a wide range of protected characteristics
- Someone with excellent organisational skills, comfortable multi-tasking and prioritising using their own initiative to meet deadlines
- Someone who works well in a team but can also work independently when required, and knows when each approach is appropriate
- Someone who is inspired by the vision of NCM and a real passion for music and/or heritage

Some Behind-the-Scenes Information

In June 2025, the Royal High School Preservation Trust (RHSPT) was awarded funding from the National Lottery Heritage Fund (NLHF) towards the redevelopment of the old Royal High School, on Calton Hill, Edinburgh, into a National Centre for Music (NCM).

Part of the £5m NLHF award was dedicated to the creation and delivery of an Activity Plan, to engage local communities, stakeholders, partners and audiences in this significant heritage story and destination, and its future. NCM – a separate charity to RHSPT – is now responsible for managing and implementing the Activity Plan, as it will be through NCM that the public engage with and discover the site and its heritage.

We recognise there are risks that come with a young organisation and we want to reassure candidates that we have secure finances, an experienced Board of Trustees, and appropriate HR, financial and governance structures and policies in place.

How to Apply

Please email hello@ncmscotland.org.uk with 'Events Officer' as your subject header, attaching:

- a copy of your CV
- a covering letter of not more than two A4 pages (or a short video or audio recording of not more than 7 minutes in length) outlining your motivations for applying, and why you think you would be a strong candidate for this position

CVs and Covering Letters will be anonymised before initial review by the shortlisting panel. As indicated above, if you do not feel comfortable sharing a written submission, we are also happy to accept video or audio recordings of a covering statement. If you choose to submit a recording, the shortlisting panel will hear your voice (and, if you submit a video, know what you look like) but will not have access to your name or personal details.

CLOSING DATE FOR APPLICATIONS: Wednesday 18 November

If you have any questions about this role or process, please contact hello@ncmscotland.org.uk

Equal Opportunities

We are committed to ensuring everyone has access to the same resources and opportunities in applying for this role. If you have any access requirements, or we can do anything to help you feel more supported in your application, please do not hesitate to contact us and we will make any reasonable adjustments we can.

To give everyone the best chance of demonstrating their suitability for the role, we will share the core interview questions a few days in advance of first interviews.



Using money raised by National Lottery players, The National Lottery Heritage Fund supports projects that connect people and communities with the UK's heritage. 'Awakening Edinburgh's Architectural Masterpiece – A new Cultural and Environmental Destination' is made possible with The National Lottery Heritage Fund. Thanks to National Lottery players, it has been possible to commence work transforming Edinburgh's iconic old Royal High School into a new National Centre for Music.

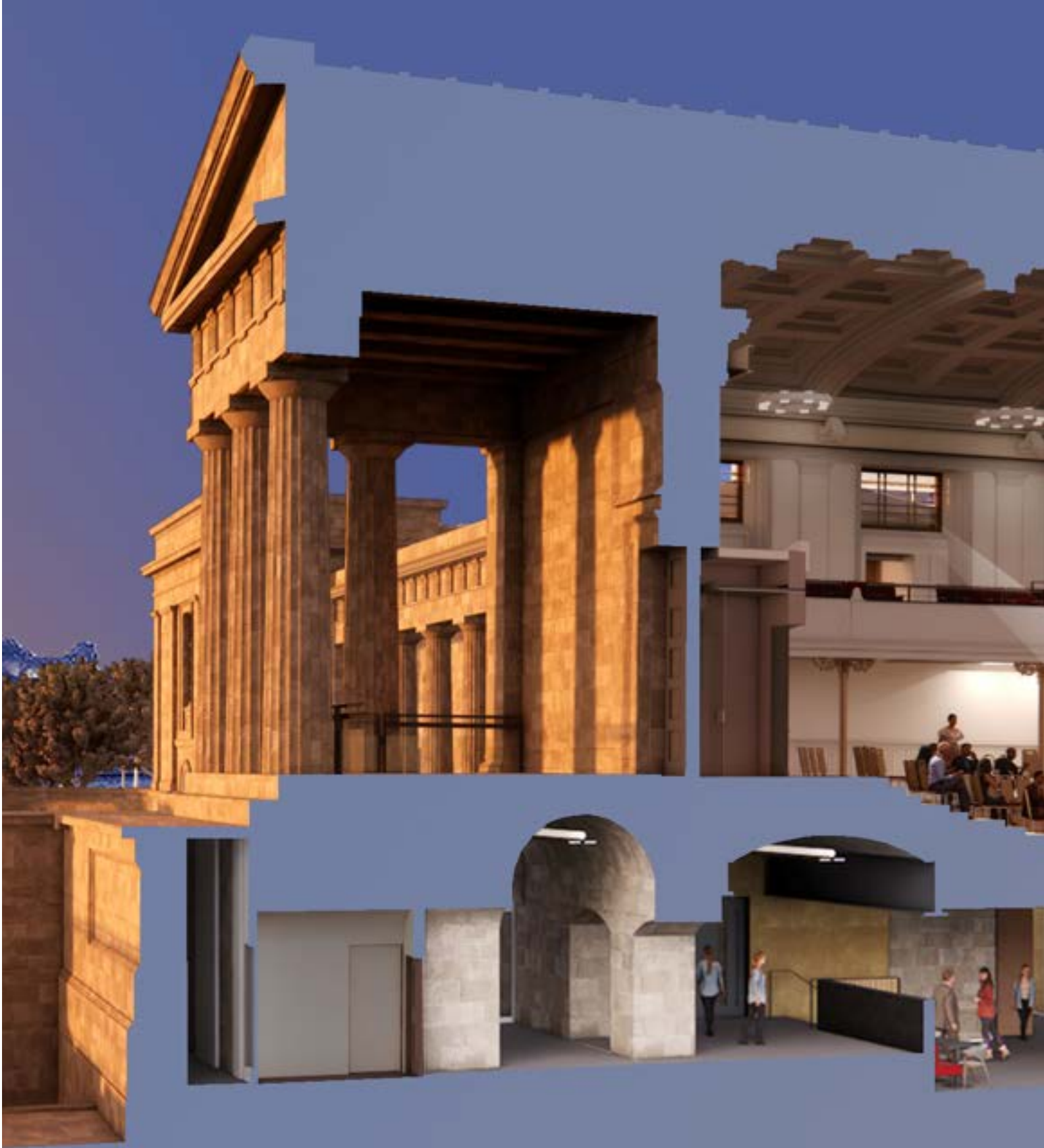


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