



Royal Albert Hall

Information for Candidates

Recruitment Pack

Audio Project Manager





Welcome

From Matt Todd, Director of Programming

Thank you for your interest in the role of Audio Project Manager at The Royal Albert Hall.

This is an exciting time to join us, as we are halfway through Year 1 of our new three-year business plan – a plan that builds on our rich heritage and reputation for presenting the broadest range of world-class entertainment in one of the most historic performance venues in the world.

We are seeking a knowledgeable and driven Audio Project Manager with proven expertise in delivering professional audio solutions for complex, high-profile live events.

Ideally, you will have a strong track record of delivering high-quality audio solutions across a wide range of events, from orchestral performances and comedy in the round, to multi-day televised awards shows and full-scale rock concerts. You should demonstrate confidence in client liaison, audio system design, equipment specification, and managing audio elements from planning through to execution, all while maintaining focus and efficiency in a fast-paced environment with overlapping project demands.

In this role, you will be a key member of the Audio team, ensuring the seamless delivery of our in-house audio services for one of the world's most iconic stages. Working collaboratively with internal departments and external clients, you will embody a professional, approachable manner and take pride in representing the venue's high standards. We're looking for someone who embodies the Hall's culture of inclusivity, collaboration, and creativity, and who takes pride in upholding its world-renowned reputation. You'll join a passionate and dedicated team, continually pushing for innovation and improvement, helping maintain the Royal Albert Hall's status as one of the world's most iconic and inspiring venues.

We are committed to building a diverse and inclusive team and would like to actively encourage applications from individuals from marginalised and underrepresented groups. Your unique perspective and experience will be valued as we work to reflect the full breadth of the communities and audiences we serve. If you're excited about the opportunity to make a meaningful and lasting impact, I'd be delighted to hear from you.



Introducing the Royal Albert Hall

The Royal Albert Hall is an iconic venue and a registered charity, held in trust for the nation.

Our charitable purpose is to:

- Promote the Arts and Sciences
- Preserve and enhance our Grade I listed building

Since we opened our doors in 1871, the Royal Albert Hall has been home to the world's leading figures in music, dance, entertainment and conversation. From the Suffragettes to Stormzy, Elgar to Einstein, the Beatles to Bassey... icons grace our stage.

A charity known and loved across the globe, we are home to dreams and determination, contemplation and celebration – bringing people together to lift their spirits and inspire. Every year nearly 2 million people enjoy unforgettable experiences in our spectacular building, with millions more joining us online and through broadcast worldwide.

We are home to the future – working tirelessly to enable talent to thrive. We embrace change as well as tradition, inviting the new, the radical and the bold. We are open to all, a committed force for good, connecting people and communities.



Our Vision

Our vision is for the Royal Albert Hall to be the home of breathtaking moments and lasting memories, for everyone.

Together, we create the amazing.





Our Strategic Objectives

We have four Strategic Objectives that will help us achieve our Vision:

1. Driving progress on the Hall's Vision to be a home for everyone – artists and audiences
2. Generating funds for the Estate Plan and other projects
3. Investing in people and systems
4. Building the Hall's reputation as a Force For Good:
 - A Home For Everyone – Equity, Diversity and Inclusion
 - A Home For Thriving Creativity – Engagement and wellbeing
 - A Home For a Sustainable Future – Towards net-zero and biodiversity.





Royal Albert Hall

Equity, Diversity and Inclusion

The Hall supports an equal, diverse and inclusive environment for all.

We want everyone to feel that the Royal Albert Hall is a place for them, where they truly belong. To do this, diversity and inclusion must be built into everything that we do, so that it's a part of who we are. We want our programme, staff and audiences to be reflective of London and to celebrate the diversity of the communities that we serve. So we look to recruit colleagues who support these ambitions and values.

We aim to be a force for good, and we know that what we programme on our stage has the power to shift and change mindsets. We are increasing the number of global majority headliners and younger performers at the Royal Albert Hall. And we are creating new opportunities for diverse participants across the Hall team.

“I want the Hall to champion a diverse array of performers, and to attract staff and audiences that truly reflect modern Britain. There is much still to do, but we are working hard to ensure the Hall is a home for everyone.”

- James Ainscough OBE, Chief Executive





Equity, Diversity and Inclusion

We are committed to:

- Providing training on inclusivity to all staff.
- Implementing a structured and transparent framework for talent management and promotion to drive consistency, equity, and strategic workforce development.
- Reviewing our recruitment strategies to ensure that we can widen our candidate pool and further increase the diversity of our workforce.
- Leverage data-driven insights from staff engagement and pulse surveys to inform and deliver targeted interventions that cultivate a sense of belonging and high-performing team cultures.
- Establishing end-to-end reasonable adjustments processes that proactively support accessibility and inclusivity for all employees and visitors.
- Strengthening the Hall's mental health and wellbeing agenda by expanding support mechanisms and resources aligned with evolving staff and visitor needs.
- Working with our EDI staff working group to champion our initiatives. By collaborating with this group, we'll ensure our team understands and actively supports our commitment to Equity, Diversity, and Inclusion.
- Ensuring that our tours and archive properly represent the Hall's rich and diverse history.







Job description

Role: Audio Project Manager

Location: Royal Albert Hall

Salary: £54,171 per annum

Working hours: 37.5 hours a week rostered over 7 days

Reports to: Audio Operations Manager

How does the Production and Technical team deliver the Hall's Vision?

The highly skilled staff of the Production and Technical department provide first class service and support to all Promoters and Artists ensuring the Royal Albert Hall is the home of breathtaking moments and lasting memories, for everyone. Our specialist technical teams operate, manage, and maintain our state-of-the-art technical equipment, designing solutions that add to an unforgettable experience for our audiences.

How does this role fit into the structure/team? And what does success look like?

The Audio Project Manager is responsible for advising on audio requirements and promoting audio services to both external and internal clients. Main responsibilities include quoting and organisation of equipment hires, developing and maintaining good relationships with promoters and engineers and managing budgets for RAH promoted events. The Audio Project Manager is also required to work closely with the Event Management and Programming Teams to ensure timely and efficient delivery of services.



Key accountabilities	Key activities/decision areas
1). Audio expertise	Advise on audio requirements for RAH productions in the main auditorium, including the specification of equipment and facilitating the rider requirements for individual events you are assigned.
2). Promoter and Event Manager engagement	Engage in communications with External Promoters to encourage and promote the use of RAH audio services for External Hire Events and Liaise with event managers, or other internal stake holders, to ascertain all audio requirements.
3). Rehearsal Coordination	Manage and co-ordinate all off-site rehearsal audio requirements for RAH events, including the organisation of staff, transport and equipment hire.
4). Budgeting	Be responsible for RAH events audio budgets, ensure that all purchase orders are processed in a timely manner and provide quotes for RAH owned equipment and external hires, identifying show staff requirements.



Key accountabilities	Key activities/decision areas
5). Staffing and scheduling	Book appropriate freelance staff using the RAH staff booking systems, ensuring audio engineers are deployed on events utilising their experience and skill for the relevant genre.
6). Customer Service	To ensure that, for those events for which you are allocated responsibility, the customer receives a first class, comprehensive, effective and efficient service, and receives any reasonable requests for facilities they may require.
7). Health and Safety	Safe operation and basic fault finding of the Hall's three stage lifts, ensuring their use is restricted by unauthorised persons.
8). Ad hoc duties	Fulfil the role of Sound System Engineer when required and act as Front of House or Monitor engineer when required.



Qualifications and Experience	
Criteria	Requirement
Significant project management experience and ability to successfully manage multiple projects	Essential
Exceptional understanding of digital audio technology.	Essential
Exceptional understanding of current trends and technology in loudspeaker systems.	Essential
Clear understanding of digital RF technology.	Essential
Experience of working in large-scale live audio events environment.	Essential

Skills and Abilities	
Criteria	Requirement
Computer literacy on Word, Excel, Outlook and good knowledge of IT systems	Essential
Ability to manage multiple events simultaneously in a composed and professional manner	Essential
Physically fit enough to be able to undertake the duties, including working at height and manual handling.	Essential
Leadership, interpersonal and communication skills	Essential



Behavioural attributes	
Criteria	Requirement
Be flexible, adaptable and able to work within a fast-moving work environment.	Essential
Be solution focused, supporting staff to deliver outcomes, managing potentially conflicting requirements to ensure the effective audio delivery of all events.	Essential
Flexible and adaptable, willing to work within a roster and undertake evening, night-time and weekend working patterns	Essential
Professional ability to motivate and inspire a team	Essential
Have empathy with promoters and customers to help provide an excellent service	Essential

The job description above is intended to be an outline of the duties and responsibilities for this role. This is not exhaustive, and it is likely to change over time. The role holder may be expected to undertake other duties that are commensurate with this role.

Note:

Essential criteria refer to the minimum skills, abilities, knowledge, experience, and professional qualifications required for the role. These are non-negotiable and individuals who do not meet these basic requirements cannot undertake all the duties required for this role.

Desirable criteria are those that are important, but not essential for an individual to perform the duties of the role. They are criteria that an individual can develop while they are in post through training and other developmental type activities.



Your first six months

During your 6-month probationary period, our focus is on setting you up for success, so we will invest in giving you skills and knowledge to perform your role.

It is also vital that you build an understanding of our unique working environment, intimately tied to our Grade I listed building, and that you immerse yourself in the Hall's culture. This means exploring our historic building where history has unfolded for over more than 150 years and where legends have performed on our stage, building strong relationships through face-to-face interactions with your line manager, engaging in relevant in-person training and investing quality time with colleagues and peers to foster strong working connections and where possible attending events.

Embracing your team's working pattern, whether hybrid or on-site only, is essential to ensuring a smooth transition and a successful start. The magic happens in our building, so it's vital that you have a regular on-site presence to support us in creating the amazing.



Royal Albert Hall

Application

Thank you for your interest in working at the Royal Albert Hall. To apply for this vacancy, please visit our website using the link below, locate the role and select 'apply'.

[Vacancy Search Results - Royal Albert Hall](#)

Provisional dates for interviews are:

First round interviews:

Week commencing 22nd September 2025.

Second round interviews:

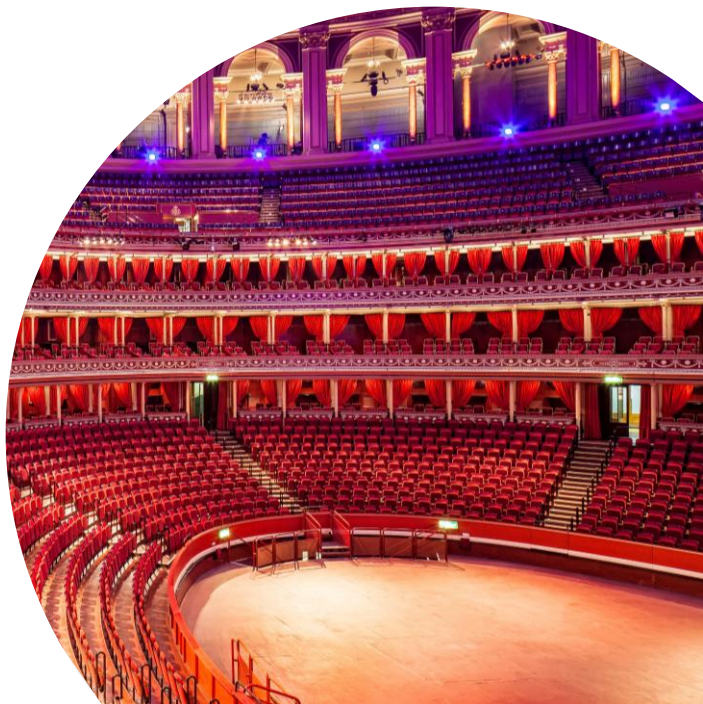
To be confirmed.

The closing date for applications is 12pm on Monday 15th September 2025.

The Royal Albert Hall is a registered charity (no. 254543) and strives to be an equal opportunities employer.

The Royal Albert Hall is committed to creating a diverse and inclusive environment in which everyone can thrive. We encourage candidates from all cultures and backgrounds to apply. If you believe you need a 'reasonable adjustment' with the recruitment process, then please email the People and Culture team via peopleandculture@royalalberthall.com.

Please state 'Request for Reasonable Adjustments' in the email subject header and provide details of your preferred contact method.





Staff Benefits

Our commitment to you

Our people are our greatest asset and play a role as active ambassadors for the Hall. In recognition of your commitment and in support of the work that you do, these are the health, wellbeing and staff benefits that are available to you as a staff member.



Annual Leave

Entitlement is 25 days per year, with the Opportunity to buy or sell up to five days holiday per calendar year.



Personal development

Development is really important to us and there are a variety of options available to staff at the Hall.



Family leave

We offer enhanced pay during maternity, paternity and shared parental leave.



Life assurance

This is 6 x your basic salary.

Care first

Employee assistance programme

Care First offers support, information, expert advice and specialist counselling to help you when you need it.

Aviva DigiCare+

Mental health and wellbeing app

Access to expert care and tailored resources – helping you stay well and feel supported.



Cycle to work scheme

This allows you to obtain a new bike to use to ride to work. You can then repay it through your salary.



Interest free season ticket loan

We pay for the ticket, and you repay the money out of your monthly salary



Employee discounts scheme

From groceries to wellness products, travel and more, with our employee discount scheme you can start saving more money right away, on things you're already buying using our Backstage portal.



Wellbeing

We take the health and wellbeing of our staff at the Hall seriously. We have a dedicated Wellbeing Committee and Mental Health First Aiders. Well-being sessions are run throughout the year, some of the recent sessions run included Menopause and Emotional resilience training.



Pension

When you join us, we'll automatically enrol you into our pension scheme. You will have the option to join our stakeholder pension scheme after 6 months service and successful completion of your probation at six months.



Complimentary tickets

Following three months continuous service, you will be eligible to apply for complimentary tickets to performances within the auditorium at the Hall.



Staff canteen

Our canteen offers free hot and cold meals, including vegetarian options to staff whilst at work.





Royal Albert Hall
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