



Royal Albert Hall

Information for Candidates

Recruitment Pack

Producer
(1 Year FTC Maternity Cover)





Welcome

From Henry Southern, Senior Programming Manager

Thank you for showing interest in joining the Programming team at the Royal Albert Hall.

Our passionate team works daily to further our busy and eclectic programme of events, ensuring we stay true our vision of making the Hall an accessible, exciting and inclusive venue for all.

'Royal Albert Hall Presents' is a key team within the Hall's Programming department, producing and promoting over 80 events per calendar year in the Main Auditorium, from our Film in Concerts series to Christmas at the Hall. The events consist of a range of externally produced content, co-promoted performances and an increasing number of internally produced productions across a wide range of genres including rock and pop, jazz, classical and other arts forms such as spoken word, dance, comedy and film. We then licence a small number of these shows out to tour around the world which is an exciting new strand of work for the Royal Albert Hall Presents team.

The Producer will need to coordinate with a range of internal and external stakeholders, therefore working with initiative and independence whilst ensuring that communication is always consistent and clear.

If you are successful in joining our department you will become part of a collegial and hard-working team who work on an amazing variety of events throughout the year. All of the team are committed to ensuring the shows are delivered to a world class standard at this iconic venue. We welcome candidates with experience in any artistic discipline

Please attach a cover letter to your application demonstrating how you meet the person specification detailed in the job description below.

I wish you all the best in your application.



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 the home of breathtaking moments and lasting memories for everyone
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 – Principally our reimagined Engagement Programme
 - A Home For a Sustainable Future – Greening the Royal Albert Hall towards net-zero and enhancing local 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: Producer (1 Year FTC Maternity Cover)

Location: Royal Albert Hall

Salary: £39,813 - £45,500 per annum

Working hours: 35 hours per week

Reports to: Senior Programming Manager (RAHP)

Direct reports: N/A

How does the Programming team deliver the Hall's Vision?

To promote the arts and sciences by presenting a program of world-class events that reflect the diversity of people and art forms within the UK, whilst continuing to drive financial surpluses in excess of budget for the benefit of the charity.

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

The Producer is a pivotal role in the Royal Albert Hall Presents (RAH) team, responsible for the planning and delivery of approximately 25 auditorium performances each calendar year.

The role will work with artists, agents, managers and external producers as well as internal department to coordinate a diverse range of events across various genres.

Success in this role means efficiently coordinating and delivering high-quality RAHP events, building strong relationships with internal departments and external parties, ensuring smooth pre-production planning, budgeting and event execution as well as identifying and developing events with touring potential, acting as an ambassador for the Royal Albert Hall.



Key accountabilities	Key activities/decision areas
1). Event Planning and Coordination	• Coordinate auditorium RAHP events with external parties and internal departments • Contribute to RAHP programming planning • Undertake pre-production planning and budgeting • Prepare RAHP events for on-sale, including ticketing pricing and manifests • Arrange and coordinate artistic and creative meeting • Support the creative process for each event
2). Artist and Production Management	• Negotiate artist and external producer fees and contracts • Source and coordinate artist riders • Devise programme running orders and rehearsals schedules in collaboration with artists and external producers to be shared and distributed amongst all relevant parties, including internal audio, light and show management personnel • Coordinate marketing material between artists, agents and/or external producers and RAH Marketing and Communications department • Organise artist visas/work permits as required • Coordinate artist/producer liaison, including catering and ticket management and general artist requests • Coordinate production and artist accreditation



Key accountabilities	Key activities/decision areas
3). Technical and Operational Oversight	• Source initial quotes for audio, lighting and audio/visual as required • Work closely with the Hall's Event Management team to coordinate event requirements • In consultation with RAH Event Management, identify and coordinate show management personnel
4). Financial Management	• Maintain budgets, including setting up the Production Budget template for sharing with Production and Technical department • Budget reconciliation and internal financial reporting of events
5). Post-Event Activities	• Manage post-events debriefs and procedure post-event reports
6). Touring and Development	• Consider touring plans potential for new ideas and productions • Work on touring plans as directed



Qualifications and Experience	
Criteria	Requirement
GCSE or equivalent in Maths & English	Essential
A relevant qualification or experience in the arts is preferable	Desirable
Experience of programming, promoting and/or organising live events	Essential
Proven track record of working with orchestras / promoters / artists / agents	Essential
Experience of administering and negotiating contracts and knowledge of basic format and contractual processes	Essential
Experience of creating and managing large-scale budgets and strong financial acumen	Essential
Demonstrable experience of promoting large scale music events, including in the classical genre	Essential
A strong knowledge of orchestral music as well as general knowledge of other music genres such as jazz, rock and pop and other arts forms such as comedy and film	Desirable
Experience of working in one or more venues	Desirable



Skills and Abilities	
Criteria	Requirement
Producing and touring large-scale shows	Desirable
Excellent working relationships with venues across the UK	Desirable
Strong literacy and numeracy skills	Essential
Computer literacy on Word, Excel and Outlook and knowledge of IT systems (event management systems)	Essential
Excellent administrative and organisational skills with flawless attention to detail	Essential
The ability to multi-task and good time management skills with the ability to work under pressure	Essential
Excellent communication and negotiation skills	Essential
An acceptance and a good understanding of the importance of office systems and procedures	Desirable
Knowledge of Promoters, managers and agents in the industry	Desirable
Knowledge of PRS, FEU and UK performance visas	Desirable
Ability to read music scores to be analysed if necessary	Desirable



Behavioural attributes	
Criteria	Requirement
Demonstrates an enthusiastic and flexible approach to their work	Essential
Excellent customer service skills which demonstrate a professional pro-active manner which inspires confidence in a wide variety of internal and external customers	Essential
Passion for the arts and live events and in particular new up and coming artists and shows	Desirable

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 four months

During your 4-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 5th October 2026

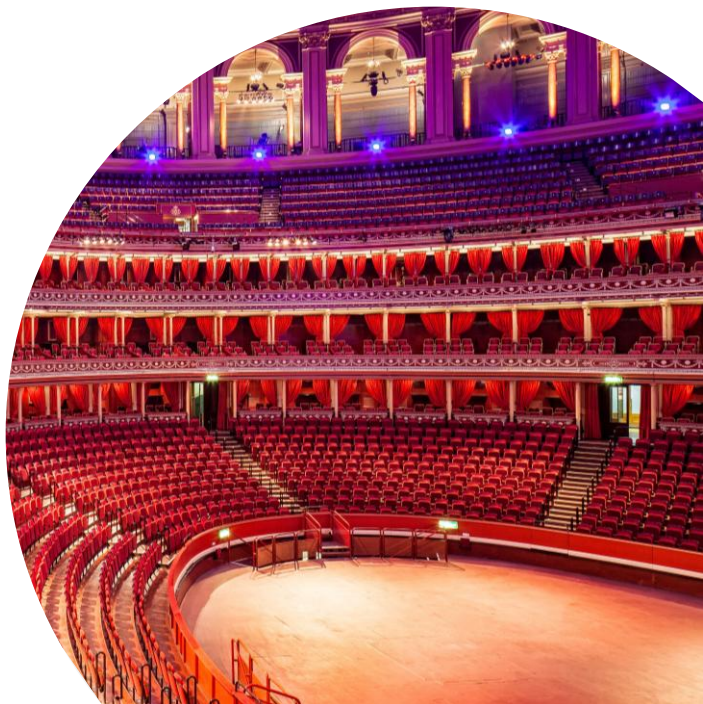
Second round interviews:

To be confirmed

The closing date for applications is 5pm on Friday 2nd October 2026

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 Recruitment team via recruitment@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
royalalberthall.com

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