



Royal Albert Hall

Information for Candidates

Recruitment Pack

Casual Technical
Production Manager
(BTMS & Engagement)





Welcome

From Josh Oliver, Senior Technical Production Manager

Thank you for your interest in a Casual Technician Production Manager (BTMS & E) role at the Royal Albert Hall.

2025 sees the department continuing to develop and expand; investing in our most valuable resources: people and technology, to ensure we remain a world class venue with a reputation to match.

We are looking for an outstanding, multi-skilled Technical Production Manager with an active interest working with emerging artists and engagement events in our Beyond the Main Stage (BTMS) spaces, outside of the main auditorium. Our BTMS Programme is varied and exciting and perfect for a Production Manager with a background in working in similar size venues and with a wide range of promoters and technical experts.

In this role you will be an excellent communicator; able to thrive in environments with a community/inclusivity focus to support the delivery of the Hall's vision, 'breathtaking moments and lasting memories, for everyone'.

If you are successful in joining our department, you will be joining an exceptionally talented and committed team of skilled Event Managers, Technical Production Managers, Stage, Audio, Lighting and Rigging specialists, as well as those in the wider organisation, who deliver excellence year-round, on a huge variety of events at this iconic venue.

We welcome varied professional experience and are committed to building a diverse and inclusive team. We would like to actively encourage applications from individuals from marginalised and under-represented groups.

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 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: Casual Technical Production Manager (BTMS & Engagement)

Location: Royal Albert Hall - Auditorium

Hourly rate: £21.64 per hour

Working hours: Ad-Hoc

Reports to: Senior Technical Production Manager

Shift/working pattern: Ad-Hoc

Direct reports: None

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 Casual Technical Production Manager is responsible for supporting the Beyond the Main Stage and Engagement technical advancing across the programme, which range from Late Night Jazz to Conferences, all the way through to one-off events that include filming.

Main responsibilities include the ability to advance technical aspects to assigned events, assist with BTMS technical enquiries, organise and set up technical equipment as requested within the advance and operate and programme on Lighting and/or Audio consoles if required. The Casual Technical Production Manager should also be able to develop and maintain good relationships with promoters and internal staff, whilst working closely with the Event Management and Programming teams to ensure timely and efficient delivery of events.



Key accountabilities	Key activities/decision areas
1). Technical Event Leadership and Advancing	Working with colleagues in the department, attend production meetings to provide advice on all technical aspects to the promoter (and their contractors) on the viability of show design. In particular, matters relating to lighting, audio and video for the event, staging and seating arrangements as well as the use of in-house equipment; flagging any conflicts that may arise with Health and Safety or best working practices and promoting the use of the Hall's Lighting, Audio and Rigging services. Be present, available and contactable by radio on the day of events for which you are responsible, throughout the load in and as necessary thereafter to ensure the safe de-rigging and load-out of the show.
2). Client and Stakeholder Management	To ensure that, for those events you are allocated, that the client(s) receives first class, comprehensive and effective service during the delivery of the event. Any reasonable request for facilities they may require should be accommodated for accordingly.
3). Operational guidance and compliance	Safely set up the space as per the advance and in-line with the Production & Technical health and safety and wider Royal Albert Hall policies. Monitor and ensure that you and staff present during the load in and out are operating in a safe, professional manner. Assist in maintaining and developing Method Statements and SOP's for the Production and Technical Dept. Undertake the safe connection of production equipment to RAH power supplies.



Key accountabilities	Key activities/decision areas
4). Documentation Management and Quoting	Provide quotes for RAH owned equipment including sub-hires, transportation, storage, also quoting any staffing requirements. Developing detailed documentation and handovers, as well as revising based on changing event needs and requirements. To liaise with colleagues within the Production and Technical department and other Hall departments to ensure all relevant event information is effectively recorded in a timely manner and updated in the show file and show schedules to ensure the effective dissemination/communication of information. Compiling kit and line lists as appropriate.
5). Technical Knowledge and Expertise	Operation of sound, lighting and AV in various Beyond the Main Stage spaces (Verdi, Elgar Room, North Circle bar etc.) to a good level. Experience of production managing in a similar size venue. To assist in providing technical services to events, and to become familiar with the use of the Hall's extensive technical equipment and procedures. To ensure that all equipment is maintained and stored safely, securely and efficiently within the designated storage areas.



What skills and experience the role holder will have

Essential and Desirable

Qualifications and Experience	
Criteria	Requirement
Previous experience as a Production Manager or similar in a comparable venue size and able to manage a small team	Essential
Good understanding of various technical set ups and systems that covers Lighting, Audio and Video.	Essential
Formal training or significant experience in Entertainment industry	Essential
Programming and operating experience	Desirable

Skills and Abilities	
Criteria	Requirement
Computer literacy on Word, Excel, Outlook and good knowledge of IT systems	Essential
Physically fit enough to be able to undertake the duties, including manual handling	Essential
Good interpersonal and Communication skills	Essential
Ability to manage multiple event requests simultaneously in a compose and professional manner.	Essential



Behavioural Attributes	
Criteria	Requirement
Professional ability to motivate other team members, maintaining a positive attitude.	Essential
Flexible and adaptable, as well as being willing to work within shifts allocated, which can include evening, morning, overnights and weekends	Essential
Solution focused, and managing conflicting requirements to deliver the technical requirements of the event effectively.	Essential
Empathy and emotional intelligence to help support a wide range of clients/visitors in the BTMS & Engagement programme.	Essential
Effective multitasker who can prioritise and balance workload efficiently.	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. Training will be provided where applicable.

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.



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 1st December 2025

Second round interviews:

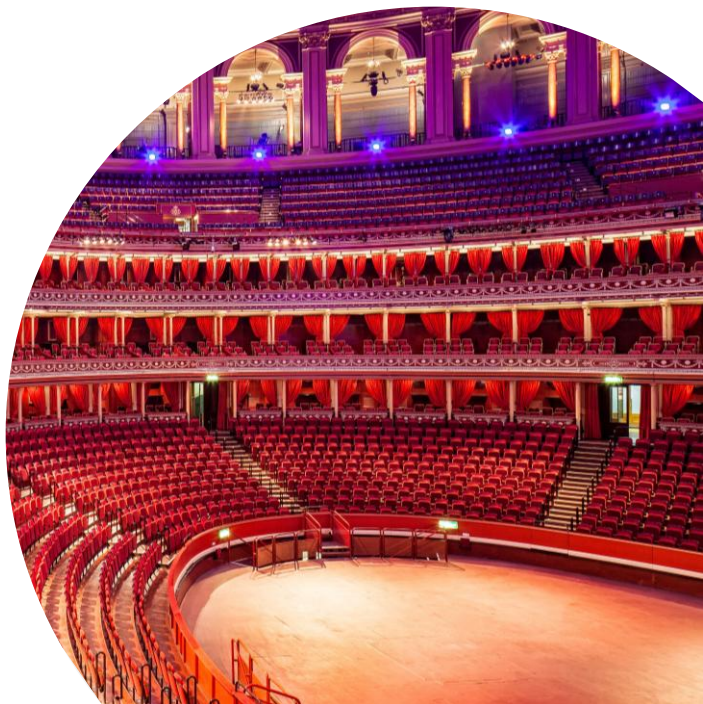
To be confirmed

The closing date for applications is 12pm on Tuesday 25th November 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.

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.





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royalalberthall.com

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