



Royal Albert Hall

Information for Candidates

Event Manager





Welcome

From Stuart Crane

Head of Production & Technical

Thank you for showing interest in joining the Production and Technical team at the Royal Albert Hall.

2025 will see the department continuing to develop and expand, adding additional resources and investing further in technology to ensure we remain a world class venue with a reputation to match.

The team consists of Event Managers, Lighting, Audio, Stage and Rigging specialists as well as a valuable team of casual workers who, along with other professionals and suppliers from the wider industry, support us in delivering over 400 events a year throughout the venue.

We have a highly successful Apprenticeship Scheme that offers opportunities to work as part of the Production & Technical team specialising in various technical disciplines.

Our connections with many drama schools and universities allows us to help nurture talent, preparing individuals for their journey within this fantastic industry.

If you are successful in joining our department you will become part of an exceptionally talented team, who work incredibly hard throughout the year on an amazing variety of events across the building.

All of the team are committed to ensuring the shows are delivered to a world class standard at this iconic venue.

I wish you all the best in your application.

Stuart Crane



Royal Albert Hall

A history dating back to 1871

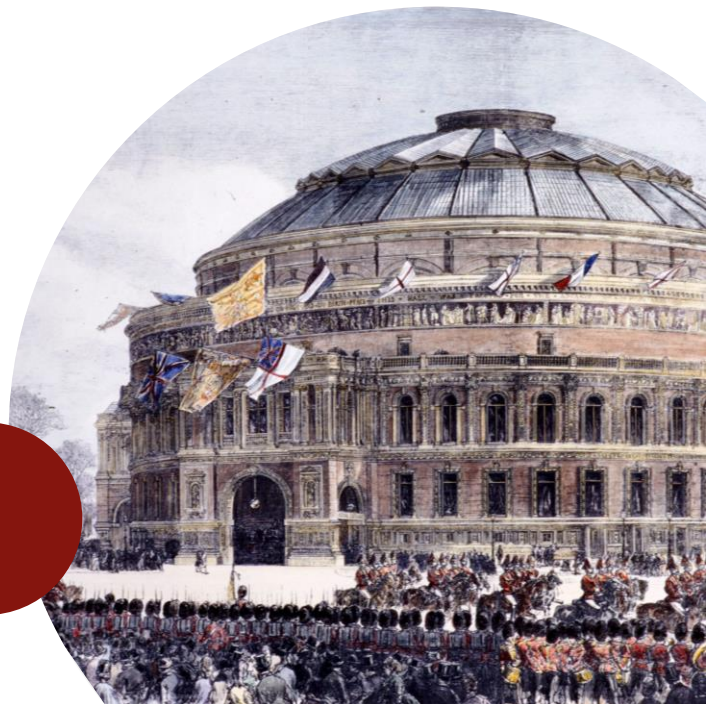
On 29 March 1871, Queen Victoria, following the untimely death of her beloved Consort, Prince Albert, opened the Royal Albert Hall. She was overcome with emotion at the realisation of her husband's vision and was unable to speak.

Since then, we have become the world's village hall, known and loved across the globe for events and moments in history that have, in many cases, shaped the nation and in doing so, realised Albert's vision.

More than a concert hall, we are also a home for those who dream of making the world a better place.

We hosted 25 suffrage meetings, and numerous great patriotic rallies in support of the armed forces. Sir Winston Churchill, the Dalai Lama, Emmeline Pankhurst, Stonewall, Nelson Mandela, the Royal family and world leaders have graced our auditorium. History is played out on our stage.

The Royal Albert Hall may be 150 years old, but we have more history to make, and you could help us write it.





About us

Based in South Kensington, the Royal Albert Hall is an iconic venue. The Royal Albert Hall is a registered charity held in trust for the nation's benefit.

Our purpose is to:

- promote the Arts and Sciences
- preserve and enhance our Grade I listed building.

The world's leading figures in music, dance, sport and politics have appeared on our stage since we opened in 1871, and now over 1.7 million people enjoy live experiences here every year, with millions more experiencing our events through broadcasts, recordings and new media channels. Today, the Royal Albert Hall hosts around 400 events each year and our amazing staff play a huge part in ensuring the success of all our events.

The BBC Proms have called the Hall their home since 1941. Shirley Bassey has had more than 45 performances at the Hall since 1971. Statesmen, sportsmen and a galaxy of stars have graced our stage, creating unforgettable memories. From Albert Einstein, to Arctic Monkeys, The Beatles to Beyoncé, Churchill to Coldplay. Recently, we have hosted the premier of the James Bond film 'No Time to Die', Cirque De Soleil, the EE Baftas, Classical Spectacular and a series of events for Teenage Cancer Trust.





Engagement

Our public benefit work is of paramount importance to us and features most prominently through our inclusive and ground-breaking Engagement programme.

As a charity, the Royal Albert Hall believes in providing an Engagement programme that aims to enrich people's lives and offer fairer access to the arts. The programme is divided into 3 main strands of activity:

- **Engaging with Music**
- **Supporting Communities**
- **Discovering Careers**

and all of our projects and events:

- **Offer a subsidised or free programme of arts activity**
- **Enable specific groups to access the Hall in a way that suits them**
- **Are informed by inclusive practice**
- **Involve collaborative working with specialist partner organisations**
- **Take inspiration from the Hall's architecture, history & events**

“Our Engagement programme includes concerts in care homes, schools' workshops, careers masterclasses, Relaxed performances and much more.”





Equality, Diversity and Inclusion

The Hall supports an equal, diverse and inclusive environment for all and we know we can do more.

Diversity was one of the five key strategic objectives agreed for our five-year business plan in August 2019. This means that it is right at the heart of our planning for the future and we will have an action plan to underpin this. Equality, Diversity and Inclusion is part of our mandatory training and we have a committee, set up in 2018 which has representation from staff across all departments, levels and represents the nine protected characteristics.

“I want to use the Hall’s platform to champion and highlight a diverse mix of performers and attract staff and audiences that truly reflect modern Britain”

- James Ainscough, CEO





Equality, Diversity and Inclusion

We are committing to:

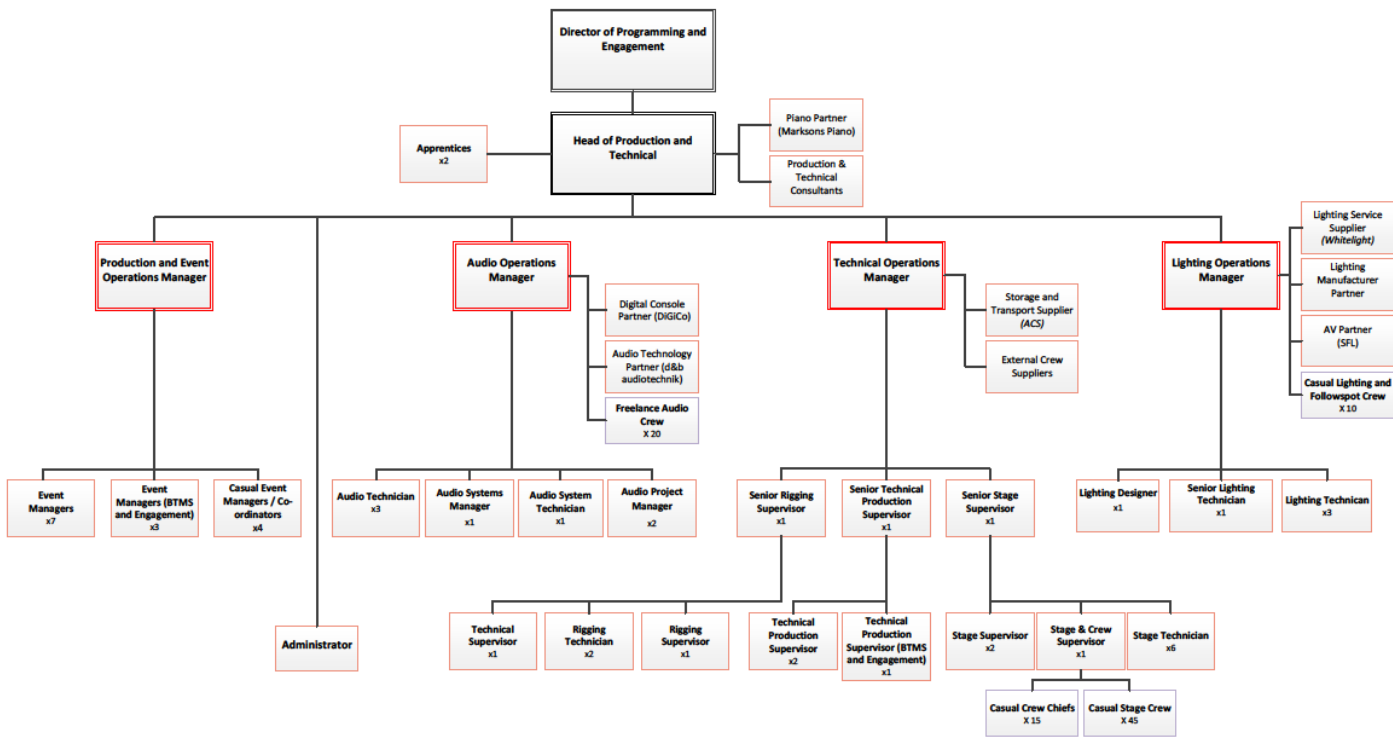
- Programming more events with diverse artists and to making our platforms available to black voices – both on the stage and on digital channels.
- Ensuring that our archives and our tours properly represent the Hall's rich and diverse history and we are refreshing our diversity training for our leadership team and trustees.
- Reviewing our recruitment strategies to ensure that we can widen our candidate pool and further increase the diversity of our workforce.





Organisation chart

Production and Technical





Our Mission, Vision and Values

WHO WE ARE

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.



Job description

Role: Event Manager

Location: Production and Technical, Royal Albert Hall

Salary: £54,346

Working hours: Full-time, permanent.

Reports to: Production and Events Operations Manager

For over 150 years we have been fulfilling our vision of inspiring artists and audiences worldwide with the magic of the iconic Royal Albert Hall; creating life-enriching, unforgettable experiences for everyone. Hosting 390 events a year in the main auditorium and more than 800 in other smaller spaces, the Royal Albert Hall stands true to its original purpose of promoting the Arts and Sciences. As a charity, the Hall is dedicated to maintaining the Grade I listed building and giving access to all.

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.

The Event Manager is the driving force behind our world-class productions, serving as the primary Production and Technical point of contact for events in our iconic main auditorium and other performance spaces. This pivotal role is at the intersection of creativity and logistics, which transforms complex event requirements into seamless experiences for promoters, artists and audiences alike. Success means orchestrating flawlessly executed events while maximising the use of our in-house technical services and ensuring our legacy of excellence continuous to evolve and thrive.



Job description

HOW DOES THE PRODUCTION & TECHNICAL TEAM DELIVER THE VISION?

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HOW DOES THE ROLE FIT IN? AND WHAT DOES SUCCESS LOOK LIKE?

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<u>Key accountabilities</u>	<u>Key activities/decision areas</u>
Strategic Event Leadership	<ul style="list-style-type: none">• Lead beginning-to-end event management• Initiate early contact with promoters to establish requirements• Actively promote Production and Technical partners• Promote in house Technical Services to maximise revenue and ensure quality• Provide advice and solutions for creative vision and viability of show design
Client and Stakeholder Relationship Management	<ul style="list-style-type: none">• Deliver a first-class, comprehensive service to promoters and clients• Be the main RAH point of contact for the promoter• Coordinate with other Hall departments for seamless event execution• Comply with and support Duty Manager requests• Co-ordinate and attend Production Meetings for the client with relevant P&T members in attendance.
Operational Excellence and Compliance	<ul style="list-style-type: none">• Lead the safe evacuation of artists, promoter staff and contractors• Supervise the work and conduct of promoter personnel, ensuring adherence to safety and conduct standards• Be an active presence during load in/out and performance, available on radio at all times.• Ensure compliance with Construction (Design and Management) Regulations (2015) and event safety standards• Maintain expertise in industry standards and Hall safety guidelines• Maintain expertise in City of Westminster Rules of Management and ABTT Technical Standards• Support training of new and current staff



<u>Key accountabilities</u>	<u>Key activities/decision areas</u>
Documentation and Information Management	<ul style="list-style-type: none">• Create Show Schedules and prep lists using Artifax and circulate timely information to key departments• Maintain accurate pre and post event documentation (e.g., PRS, event costs)• Complete duty Production and Technical show report• Keep complete and organised event files on shared network• Contribute with ideas and solutions on improving processes and completing documentation
Own/co promote responsibilities	<ul style="list-style-type: none">• Advise on creative vision viability and provide solutions to actualise the creative vision.• Prepare stage plans when required• Maintain and update budgets• Prepare/review production schedules• Create, and review event risk assessments and method statements• Manage and attend rehearsals when required



Qualifications and Experience	
Criteria	Requirement
Extensive experience in a similar role	Essential
Significant experience in large scale venues	Essential
Formal training or extensive experience in entertainment industry	Essential
Hold an IOSH certificate	Desirable

Skills and Attributes	
Criteria	Requirement
Excellent communication skills – both written and oral	Essential
Keen attention to detail and accuracy of work	Essential
Ability to organise and prioritise workload	Essential
Skills to motivate and inspire individuals or teams	Essential
Strong leadership and management skills	Essential
Computer literacy on Word, Excel and Outlook	Essential
Keen interest in the arts and popular culture with knowledge of the Hall's history	Desirable
Deadline-focused	Essential



Behavioural Attributes	
Criteria	Requirement
Ability to work independently with minimal supervision	Essential
Logical, thorough and detailed approach to managing events	Essential
Ability to empathise with promoters and customers	Essential
Supportive Team player with a flexible approach	Essential
Approachable with strong listening skills	Essential
Ability to relate and build positive relationships with a wide variety of people	Essential
Ability to remain composed under pressure	Essential
Positive, can-do attitude to problem-solving	Essential

The above job description 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:

This role requires flexibility to work within a roster, including evenings, nights and weekends.

THE 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 1 listed building and that you, immerse yourself in the Hall's culture. This means exploring our historic building where history has unfolded for over 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 social events. Embracing your team's working pattern, whether hybrid or on-site only, is essential to ensuring a smooth transition and a successful start.



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:

w/c 10th February 2025

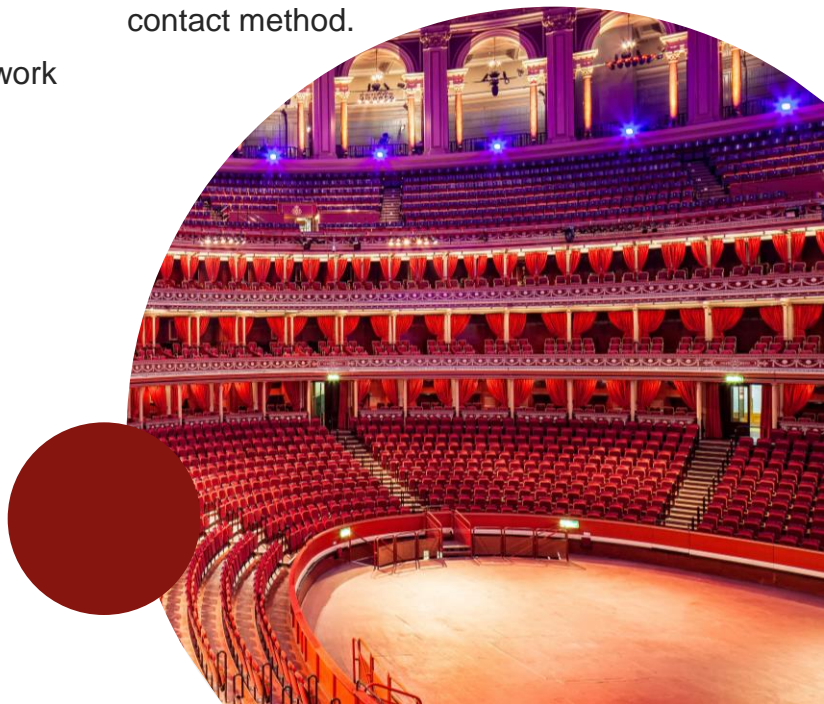
Second round interviews:

To be confirmed

All applicants must have the right to work in the UK without the need for sponsorship. The closing date for applications is 23:59 on Monday 27th January 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

We fully recognise that 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, we want to share with You the portfolio of 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.



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.



Life assurance

This is 6 x your basic 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.



