



Royal Albert Hall

# Recruitment Pack

INFORMATION FOR CANDIDATES

## Stage Technician





# 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.

2024 sees 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 & Co-ordinators, Technical Production Supervisors, Staging, Lighting, Audio 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.

A handwritten signature in blue ink, appearing to read 'Stuart Crane'.

Stuart Crane



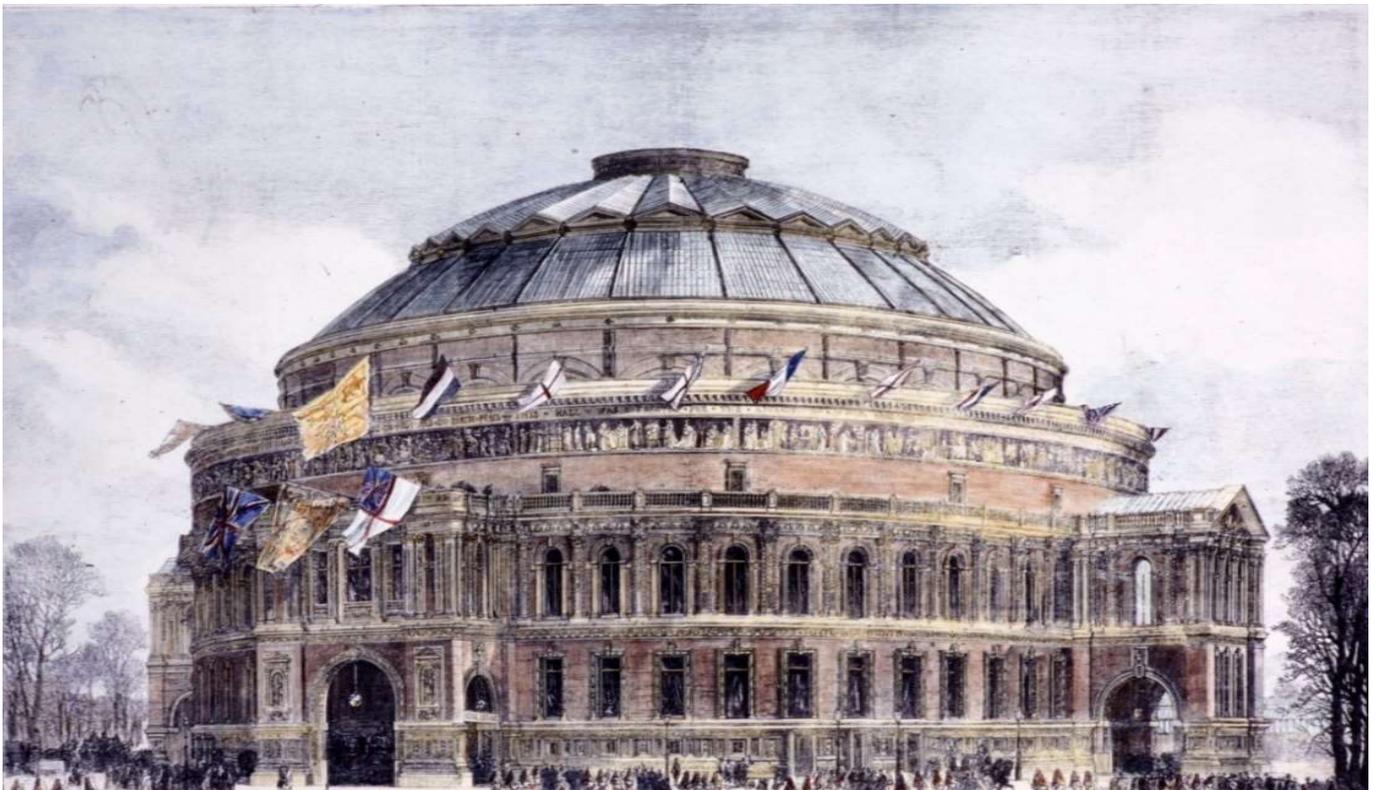
# A history dating back to 1871

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.



Official Opening of the Royal Albert Hall of Arts and Sciences, 29 March 1871



# 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 Royal Variety Performance, Cirque De Soleil, the Olivier Awards, Classic FM Live and a series of events for the Teenage Cancer Trust.

# Our Vision and Values

“To be the home of breathtaking moments and lasting memories, for everyone.”

We are proud that our values are:

**RESPONSIBLE:** We own challenges and find solutions.

**AMBITIOUS:** We are creative and driven, always looking for a better way.

**HUMAN:** We are team players, welcoming, warm and open, and we embrace diversity.





Royal Albert Hall

# Equality, Diversity and Inclusion

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

At the Royal Albert Hall, our ambition is to have diversity running through everything we do, bringing new and varied people to the Hall

We are adapting our culture, programme, communication and visitor experience to attract and cater for more diverse people. Our aim is that by the end of 2026 the demographics of our audience, artists and staff represent the London population.

We are working with Inclusive Employers on our training and staff engagement programmes. All current and new staff receive equality diversity and inclusion training and we have updated our recruitment policies and practices to attract and build a more diverse workforce.

Following a significant programme of research in 2022 we have implemented an audience development plan that provides a roadmap for departments right across the organisation to engage and serve diverse audiences.

We have annual goals to increase the number of young and diverse headline acts and performers on our stage and we are investing in initiatives to reach new audiences. We also run an Engagement programme and offer subsidised tickets to audiences who would not otherwise be able to visit the Hall.

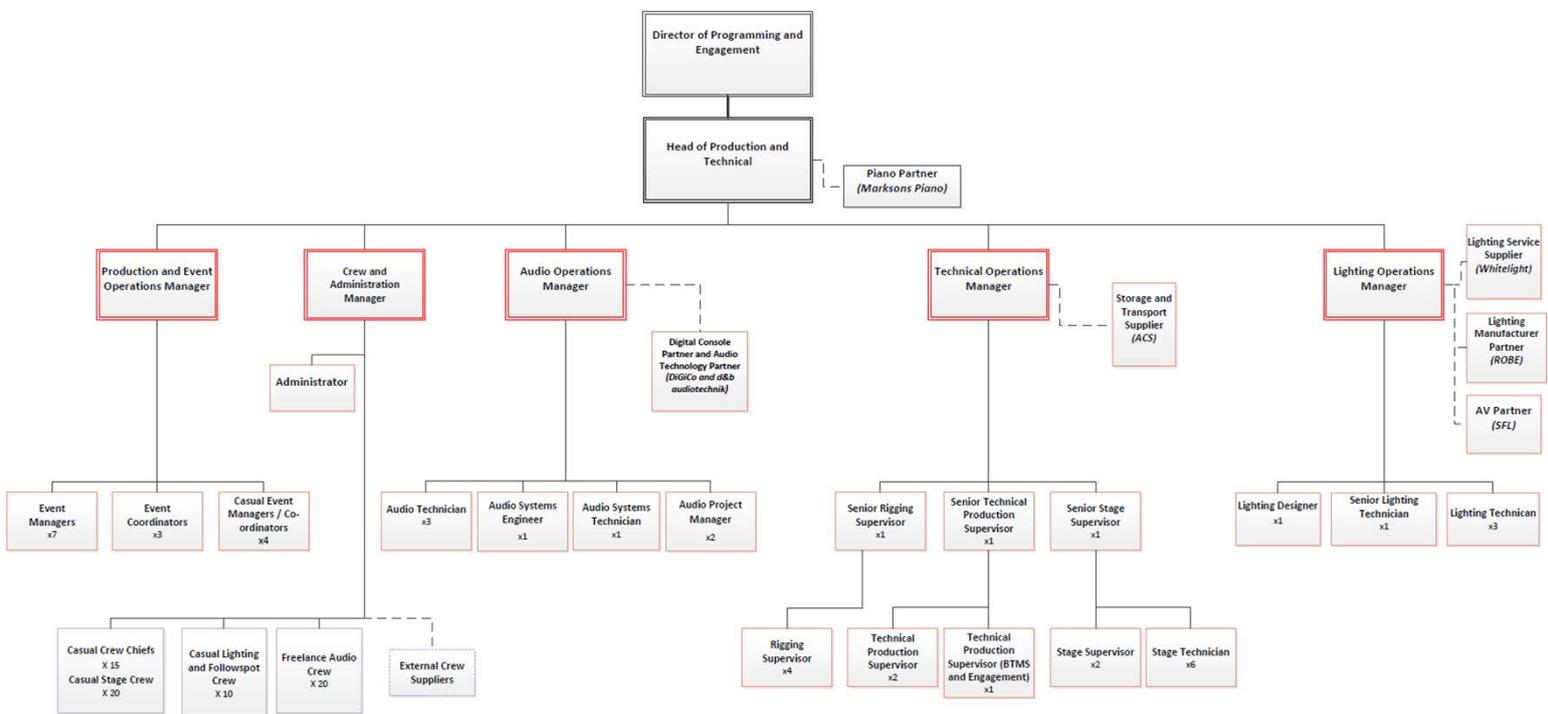
We have a Live Events Access Charter Silver award – an industry standard designed to build disability equality into all aspects of our venue and events. We are working with Attitude is Everything to achieve Gold by 2026. This includes making access tickets available to book online, installing a changing place, and providing accessible seating across our auditorium.





# Production & Technical Organisation chart

## Production and Technical





# Stage Technician Job Description

**ROLE:** Stage Technician

**LOCATION:** Royal Albert Hall

**REPORTS TO:** Senior Stage Supervisor

**AVERAGE HOURS:** 37.5 hours per week

**SALARY:** £32,188 per annum

## THE ROLE

Integral to the building is the Production and Technical department who are responsible for the preparation, set-up, and operational requirements of every event across the Hall from the Main Auditorium, to Beyond the Main Stage areas including the Elgar Room and other spaces within the building.

The Stage Technician's primary role is to undertake responsibility for the management and delivery of turnarounds between events whilst supporting the wider department in day-to-day operational tasks. Instructing, supervising and leading teams of crew, the Stage Technician must have exceptional organisational and delegation skills.

The role requires working in a rostered shift pattern where regular night work is compulsory to fulfil the needs of the building.

## KEY RESPONSIBILITIES

- To ensure that overnight turnarounds and building preparation are completed correctly and to the highest standard in the allocated time.
- Read and competently interpret the relevant prep-lists to make sure turnaround and building preparation is as effective as possible.
- Supervise crew to carry out the required duties in all spaces, ensuring that tool-box-talks are given at the start of the shift and adequate breaks are allotted.
- Train new Crew on-the-job in all aspects of the role (including the use of hand tools, manual handling aids etc.), ensuring that all tasks are conducted safely whilst maximising training opportunities.
- Coordinate the safe and correct build & take-down of the stage riser system, reporting any maintenance issues, quarantining any broken items and communicating issues to the Stage Supervisor.
- Have a full working knowledge of the Arena Chair System and competently oversee its installation while accurately following a plan.



# Stage Technician Job Description

## KEY RESPONSIBILITIES cont

- Ensure the correct deployment of Follow Spot platforms, setting them up correctly to the manufacture's specifications.
- Operate the main arena lifts and make sure the lifts are used correctly, safely and undertake any fault finding, reporting any issues as required.
- Contribute to end of shift reports highlighting any relevant concerns and actions.
- Provide support for the Production and Technical Department and other internal stakeholders, always being contactable on radio to deliver the best customer experience possible.
- When required, oversee the setups and scene changes for classical events, managing properties, musical instruments and other stage items in an organised and considerate manner. In some instances, taking on the role of Stage Manager.
- Instruct and supervise teams of crew for painting calls ensuring that the stage, arena and other stage items are painted to the highest standards. Disposing of associated waste in the correct manner and ensuring paint tools are suitably cleaned ready for their next use.
- Oversee the safe movement and facilitation of various furniture, water coolers and other items throughout the building, preparing spaces as required and storing excess items in the most efficient way possible.
- Undertake other technical roles to support the wider team as required.
- Undertake any other reasonable request from the Production and Technical Leadership Team.

## HEALTH AND SAFETY RESPONSIBILITIES

- Be aware of the implications of the Health & Safety at Work Act 1974 and to always work within the law. Be conversant with other related regulations including, but not limited to, the Working at Height regulations, the Electricity at Work Regulations, Lifting Operations and Lifting Equipment Regulations and the Provision & Use of Work Equipment Regulations.
- Understand and work within the Hall's Health and Safety guidelines as set out in the Guide to Show Related Health and Safety and the Hall's various other codes of practice.
- Ensure that all Health and Safety requirements are met with regard to the equipment and storage spaces, specifically relating to COSHH, manual handling, PUWER, LOLER etc.
- Be completely familiar with the Hall's risk assessments and method statements pertaining to your area of work as well as to those being supervised.
- Be aware of the Noise at Work regulations and taking appropriate action if safe levels become breached.



# Stage Technician Job Description

## HEALTH AND SAFETY RESPONSIBILITIES (cont)

- As far as is reasonably practicable, supervise the work and conduct of personnel employed or contracted by promoters whilst at the Hall. Ensure that safe working practices are adhered to at all times and that the safety of those working in and using the Hall is not compromised.
- Report any incidents or accidents immediately using the Hall's reporting methods.
- Input and assist in the improvement of relevant risk assessments and method statements.

## GENERAL/MAINTENANCE DUTIES

- Ensure that Production and Technical facilities and all relevant working areas are maintained in a safe, clean and tidy state with particular reference to storage locations such as B3, sub-stage/arena, Gallery, Day Store and the Loading bay.
- Ensure that Production and Technical equipment is properly and effectively prepared before leaving the storage facility, as well as the reverse when equipment is returned (prep and de-prep).
- Ensure that all Health and Safety requirements are met with regard to the equipment and storage spaces, specifically relating to COSHH, manual handling, PUWER, LOLER etc.
- Undertake stock control of consumable items and stage equipment such as Arena, Orchestra and Choir chairs, music stands, stage risers & accessories, drapes, barriers etc. so that levels are always maintained, communicating any shortages.
- To carry out first line maintenance of in-house show related equipment (basic fault finding) and to advise upon replacements, upgrades, specialist repair etc. as necessary.
- Ensure signage in ALL technical areas is clear and well maintained.
- Participate as required in the moving of Production and Technical equipment both on and off site as necessary under the instruction of the Stage Supervisor.
- Act as the first-line responder to Production and Technical deliveries and collections.
- To ensure that the stage, backstage areas and dressing rooms are regularly maintained and that all equipment is stored safely, securely and efficiently within the designated storage areas.



# Stage Technician Job Description

## PERSONAL SPECIFICATION AND PREFERRED EXPERIENCE

- Fully able to internally communicate to the wider team, keeping all full-time and casual staff apprised of changes to any relevant procedures or equipment status.
- Self-motivated, able to understand instructions and act on them with an ability to manage your time effectively and prioritise workload.
- Ability to keep motivated and motivate those around you.
- Physically fit enough to be able to undertake the required duties.
- Ability and willingness to work within a roster and able to undertake shifts which may be of long duration over early mornings, late nights, overnights, weekdays and weekends - The role will require significant flexibility of working hours to embrace the responsibilities within the department and the services that it provides.
- Flexible, adaptable and capable of working under pressure.
- Ability to manage and instruct teams of crew on shift.
- Proactive and able to work under own initiative.
- Keen attention to detail and accuracy of work.
- Good IT/PC skills, numerate and literate.
- An understanding and appreciation of the live events industry would be an advantage.

## TRAINING PROVIDED WHERE APPLICABLE

- Manual handling
- First Aid at work\*
- AutoCAD essentials\*
- IPAF 3a & 3b Scissor Lift (Genie) training\*
- PLASA National Event Lifting Training\*
- Portable Appliance Testing
- IOSH Managing safely for theatre and production\*
- Forklift License\*

*\*These courses may require considerable investment from the RAH. Should the duty holder leave the Hall's employment within 18 months of completion of any course, the Hall reserves the right to seek repayment for any or part cost of said training courses.*



Royal Albert Hall

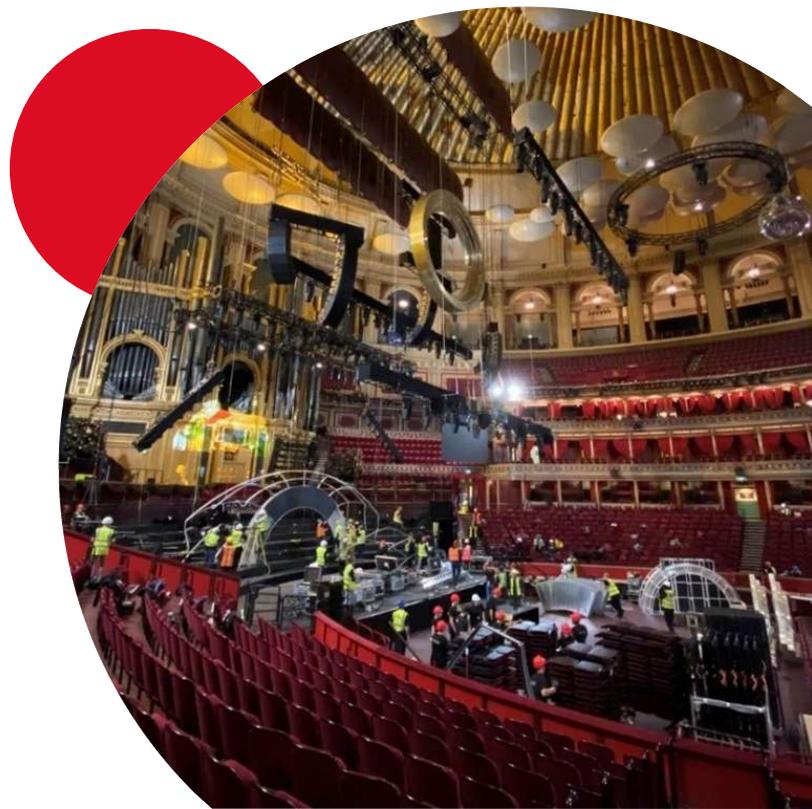
# Stage Technician Job Description

## HEALTH & SAFETY

You will have a good understanding of the Hall's Health and Safety guidelines and your responsibilities within these. Your role will include promoting a safe working environment, fostering a non-blame culture, adhering to any Health & Safety requirements, flagging any conflicts that may arise with Health and Safety and working towards finding effective solutions.

## SUSTAINABILITY

The Hall is committed to maintaining and furthering greater sustainable practices in all areas of the organisation to act on climate change. Whilst working at the Hall, you will be expected to embrace the Hall's Sustainability Policy and work to meet its objectives, putting sustainability at the forefront of all decisions.





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](#)

## **CLOSING DATE:**

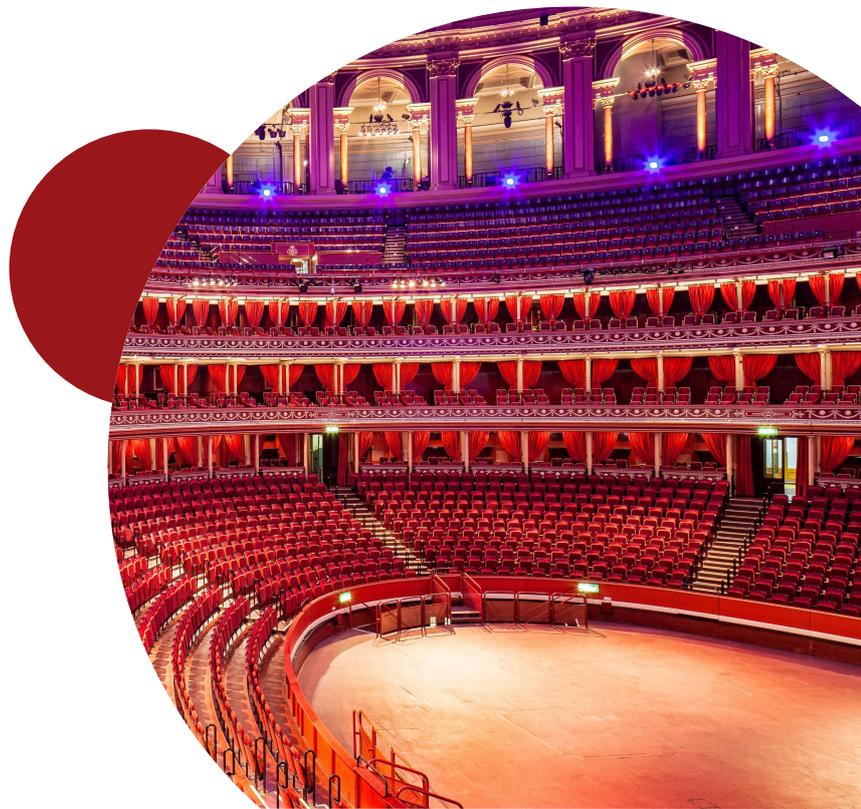
The closing date for applications is 09:00 on the 28<sup>th</sup> October.

## **INTERVIEWS:**

First interviews will take place in-person at the Royal Albert Hall, w/c 4<sup>th</sup> November 2024.

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 require any reasonable adjustments to be made as part of the application process, please contact [peopleandculture@royalalberthall.com](mailto:peopleandculture@royalalberthall.com).





# 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.



### 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.



# Staff Benefits



## 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.



