



Royal Albert Hall

Information for Candidates

Recruitment Pack

Casual Technical Production Manager





Welcome

From Josh Oliver, Senior Technical Production Manager

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

2025 into 2026 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 Technical Production Manager with a keen eye for detail who will join our team to help support incoming productions, as well as own/co-promote shows, through advancing, duty cover and hands on support. Previous experience in a similar role and high-profile venue exposure would be beneficial as you will help champion the Hall's reputation as one of the UK's most iconic buildings, whilst managing and working alongside an ever-versatile technical team.

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 (Auditorium)

Location: Royal Albert Hall

Salary: £21.64 per hour

Working hours: Ad-Hoc

Reports to: Ad-Hoc

Reporting line: Senior Technical Production Manager

Direct reports: N/A

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?

Alongside the other Production and Technical teams, the Casual Technical Production Manager is responsible for advancing and supervising the delivery of production requirements in the Main Auditorium whilst promoting Hall's services to both external and internal clients.

Key responsibilities include quoting and organisation of equipment, developing and maintaining good relationships with Promoters and production management of events and services. The Casual Technical Production Manager is required to work closely with the Event Manager, Audio, Lighting, Rigging, Staging and Programming teams to ensure timely and efficient delivery of events that vary in size and scale.



WHAT THE ROLE HOLDER WILL BE RESPONSIBLE FOR DELIVERING

Key accountabilities	Key activities/decision areas
1). Technical Event Leadership and Advancing	<p>Working with other colleagues in the department, attend production meetings (where applicable) to provide advice on all technical aspects to the promoter (and their contractors) on the viability of show design.</p> <p>In particular, matters relating to lighting, audio, rigging 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.</p> <p>Lead technical delivery of assigned events and key deliverables.</p> <p>Be present, available and contactable by radio on the day of events for which you are responsible and on duty for, throughout the load in and as necessary thereafter to ensure the safe de-rigging and load-out of the show.</p>
2). Client and Stakeholder Management	<p>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.</p> <p>This includes effective engagement with relevant internal and external stakeholders through meetings, site recces and emails.</p>



WHAT THE ROLE HOLDER WILL BE RESPONSIBLE FOR DELIVERING

Key accountabilities	Key activities/decision areas
3). Operational guidance and compliance	<p>Monitor and ensure that you and staff present during the load in and out are operating in a safe, professional manner.</p> <p>Support in maintaining and developing Method Statements and SOP's for the Production and Technical Dept.</p> <p>Alongside the Event Manager, ensure appropriate sign offs are completed and all necessary H&S documentation is acquired ahead of time</p> <p>Advise and instruct the safe connection of production equipment to RAH power supplies.</p> <p>Reporting any incidents or accidents immediately using the Hall's reporting methods.</p>
4). Documentation Management and Quoting	<p>Provide quotes for RAH owned equipment including sub-hires, transportation, storage, also quoting any staffing requirements as necessary which could include pre rigs.</p> <p>Maintain detailed documentation and handovers, as well as revising based on changing event needs and requirements.</p> <p>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.</p>



WHAT THE ROLE HOLDER WILL BE RESPONSIBLE FOR DELIVERING

Key accountabilities	Key activities/decision areas
5). Technical Knowledge and Expertise	<p>Experience of production managing in a similar size venue.</p> <p>Good knowledge and previous experience within a technical specialism (Audio, Lighting, Rigging etc).</p> <p>To assist in providing additional technical services to events, and to become familiar with the use of the Hall's extensive technical equipment and procedures.</p> <p>Exposure to software such as AutoCAD, Outlook and Hirehop.</p> <p>To ensure that all equipment is maintained and stored safely, securely and efficiently within the designated storage areas as part of prep for a show, as well as post show.</p>



Qualifications and Experience	
Criteria	Requirement
Previous experience as a Production Manager or similar technical management role in a comparable venue size and able to manage various teams, technicians and crew	Essential
Clear understanding of technical set ups and requirements necessary for event delivery.	Essential
Formal training or exposure in the entertainment industry with hands on experience with a variety of technical systems.	Essential
Literate in IT/PC Skills, including Microsoft Packages and AutoCAD.	Essential

Skills and Abilities	
Criteria	Requirement
Fully able to internally communicate effectively to the wider team and other RAH departments with confidence.	Essential
Self-motivated, and able to understand clear instructions, prioritising your work and time effectively	Essential
Physically fit enough to be able to undertake the required duties and to work as part of a roster which covers early mornings, late evenings and overnights.	Essential
Highly organised and capable of working under pressure as well as being able to support training of other technicians and staff as necessary	Essential
Keen attention to detail and accuracy of work.	Essential



Behavioural Attributes	
Criteria	Requirement
Proactive and able to work under own initiative.	Essential
A team player with excellent interpersonal and communication skills	Essential
Solution Focused, and able to manage conflicting requirements to deliver to technical requirements of the event effectively	Essential
Empathy and emotional intelligence to help support a wide range of clients, visitors and staff.	Essential
Empathy and emotional intelligence to help support a wide range of clients, visitors and staff.	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 as necessary.

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 15 December 2025

Second round interviews:

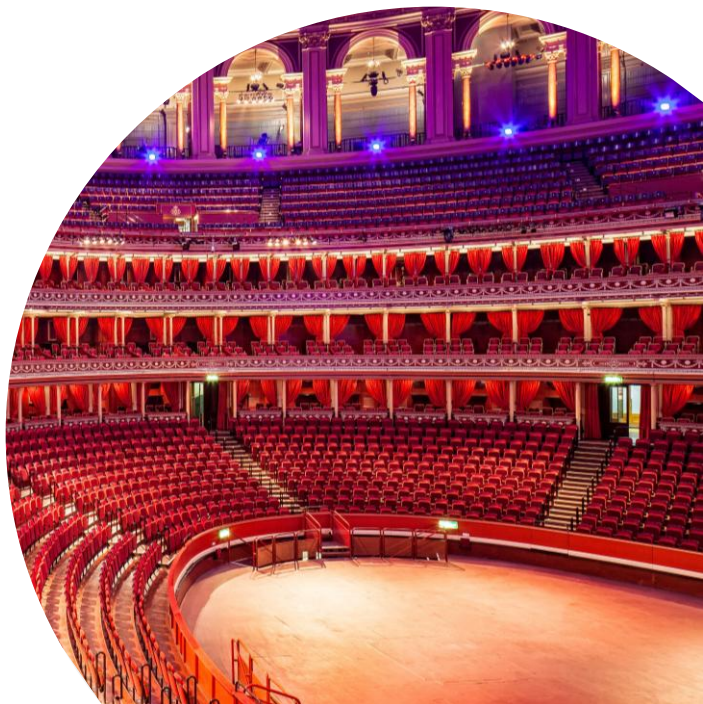
To be confirmed

The closing date for applications is 12pm on Friday 12 December 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.





Royal Albert Hall
royalalberthall.com

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