



Royal Albert Hall

Information for Candidates

Recruitment Pack





Welcome

Henry Southern, Senior Programming Manager

Thank you for showing interest in joining the Programming and Engagement department at the Royal Albert Hall. 2024 sees the department continuing to break new ground with a diverse range of shows to ensure we stay true to our vision of being the home of breathtaking moments and lasting memories, for everyone.

The role of Producer is pivotal in the delivery of the Royal Albert Hall's own and co-promoted auditorium events, working within the dedicated 'Royal Albert Hall Presents' team. The team has the responsibility for the planning and delivery of approximately 80 auditorium performances each calendar year.

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 have an ambition to broaden our programme offering and welcome candidates with experience in any artistic discipline.

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 collegiate 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.

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.

Henry



Royal Albert Hall

A history dating back to 1871

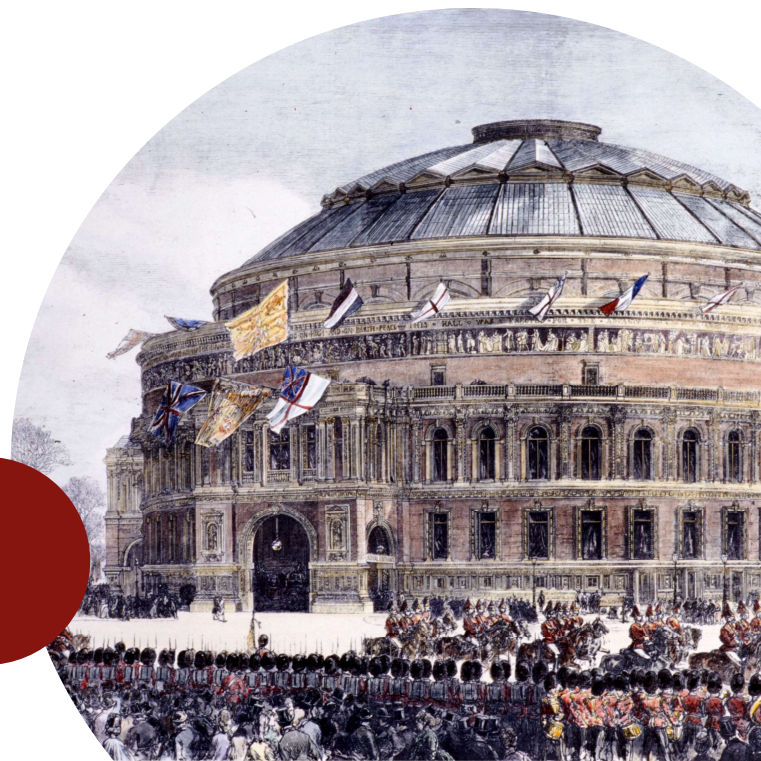
On 29 March 1871, Queen Victoria, following the untimely death of her beloved Consort, Prince Albert, opened the Royal Albert Hall. She was overcome with emotion at the realisation of her husband's vision and was unable to speak.

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

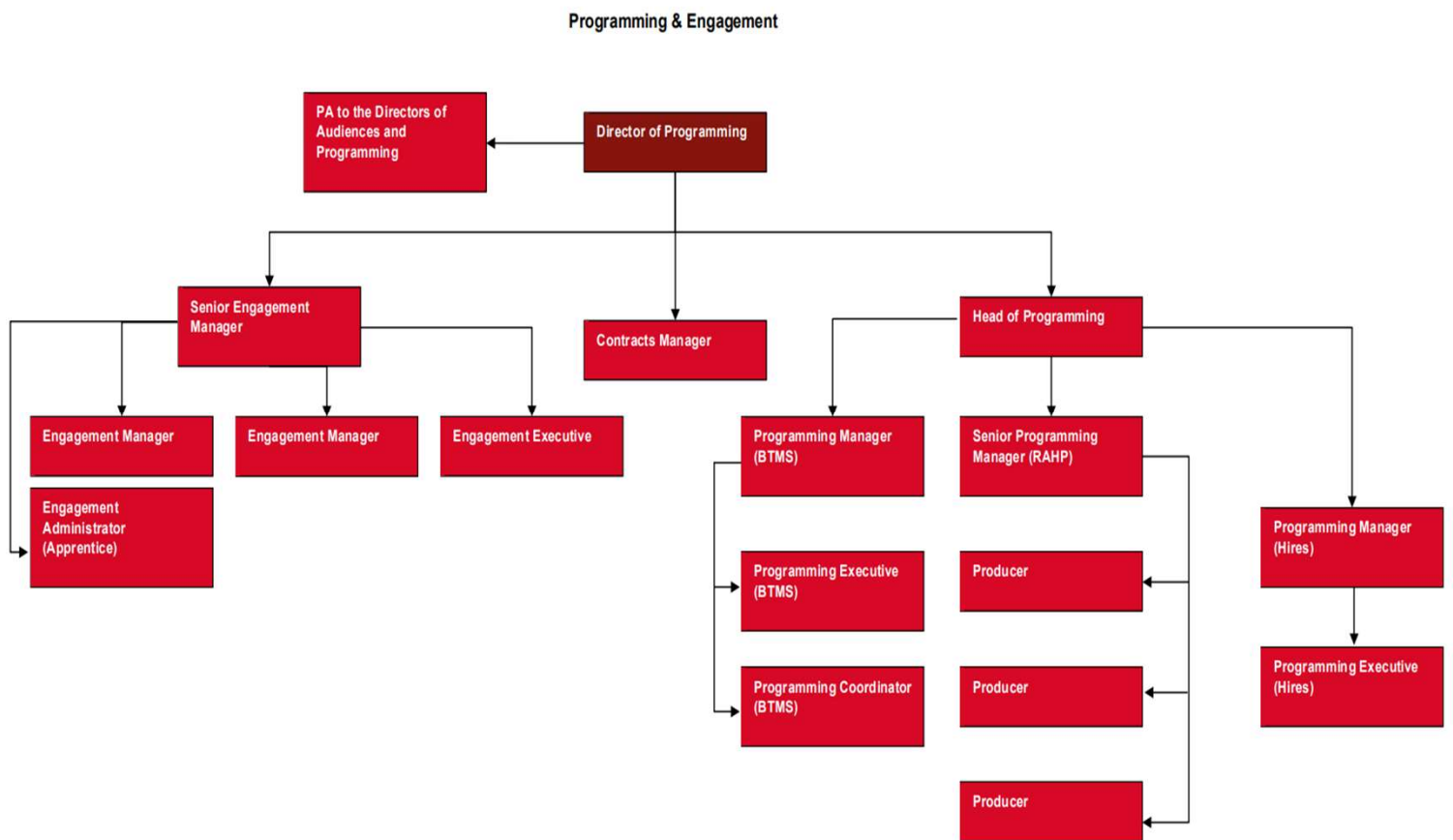
We are committing to:

- 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





Our Mission, Vision and Values

Our mission is to:

- Promote the Arts and Sciences
- Preserve and enhance our Grade I listed building

Our vision is:

- The home of breathtaking moments and lasting memories, for everyone. Together, we create the amazing.

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

Our Strategic Objectives are:

- To diversify and develop our programme, audiences and engagement activities
- To strengthen our finances and operations resilience
- To enhance the experience in a modernised Victorian venue
- To nurture a talented and engaged team



Job description

Role: Producer (Maternity Cover)

Location: Royal Albert Hall

Reports to: Senior Programming Manager

Salary: £39,000 per annum

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.



Job description

The role:

This is a pivotal role in the delivery of the Royal Albert Hall's own and co-promoted auditorium events, working within the dedicated 'Royal Albert Hall Presents' team. Led by the Senior Programming Manager, the team sits within the Hall's Programming and Engagement department and consists of three full-time Producers, with responsibility for the planning and delivery of approximately 80 auditorium performances each calendar year.

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.

The Producer will work with artists, agents, managers and external producers as well as creative teams in the planning of the events. The position will be required to coordinate plans amongst internal colleagues, including those in the Marketing & Communications, Box Office, Finance and Production & Technical departments.

The Producer will be required to work with initiative and independence whilst ensuring that communication is consistent and clear at all times, demonstrating a first-class service throughout. At all times, the role will act as an ambassador for the Royal Albert Hall and the Programming and Engagement team



Job description

Key responsibilities:

- Responsible for the coordination of auditorium Royal Albert Hall Presents events with external parties (including artists, agents and producers) and internal departments;
- Responsible for the coordination of touring RAHP events as required;
- Contribute to RAHP programming planning;
- Undertake pre-production planning and budgeting as directed by Senior Programming Manager
- Prepare RAH Presents events for on-sale, sharing ticket pricing information and on-sale ticketing manifests;
- Arrange and coordinate artistic and creative meetings;
- Support the creative process for each event as appropriate;
- Source initial quotes for audio, lighting and audio/visual as required;
- Initial outline scheduling of rehearsals and performance times (in consultation with colleagues);
- Negotiate artist and external producer fees and contracts;
- Coordinate and contract recording arrangements as necessary;
- Source artist riders and coordinate the management and delivery of the riders;
- Work closely with the Hall's Event Management team to coordinate event requirements;
- Devise programme running orders and rehearsal schedules in collaboration with artists and external producers to be shared and distributed amongst all relevant parties, including internal audio, lighting and show management personnel;



Job description

- In consultation with RAH Event Management, identify show management personnel required to run RAHP events, including Stage Manager, Show caller, Artist Liaison and runners.
- Coordinate marketing material between artists, agents, managers and/or external producers and RAH Marketing & Communications Department;
- Organise artist visas / work permits as required
- In conjunction with the Box Office representative, co-ordinate the release of ticket holds in liaison with Production & Technical, Marketing & Communications and Box Office colleagues
- Manage complimentary tickets with the Box Office representative;
- Coordinating artist / producer liaison: including catering; ticket management and general artist requests;
- Coordination and distribution of artist gifts;
- Coordinate production and artist accreditation;
- Coordinate music score production as required;
- Maintain event budgets, including setting up the Production Budget template for sharing with Production & Technical Department;
- Set up of production office for RAHP events;
- Sign off costs with Production and Technical for external cost elements (over and above pre-agreed approval levels);
- Budget reconciliation and internal financial reporting of events;



Job description

- Attend rehearsals and performances you are responsible for;
- Manage post-event debriefs and produce post-event reports;
- Support the Royal Albert Hall Presents team with general administrative tasks as required.



Person specification

Qualifications

Essential

- GCSE or equivalent in Maths & English

Desirable

- A relevant qualification or experience in the arts is preferable

Experience

Essential

- Experience of activities that require excellent communication and coordination skills in a wide range of areas.
- Experience of programming, promoting and/or organising live events.
- Proven track record of working with orchestras / promoters / artists / agents.
- Experience of administering and negotiating contracts and knowledge of basic format and contractual processes.
- Experience of creating and managing large-scale budgets and strong financial acumen.
- Demonstrable experience of promoting large scale music events, including in the classical genre.

Desirable

- A strong knowledge of a broad range of music genres such as rock and pop, jazz, classical (in particular orchestral music) and other arts forms such as spoken word, dance, comedy and film
- Experience of working in/with one or more venues
- Producing and touring large-scale shows



Person specification

Essential

- Excellent working relationships with venues across the UK

Skills

Essential

- Strong literacy and numeracy skills.
- Computer literacy on Word, Excel and Outlook and knowledge of IT systems (event management systems).
- Excellent administrative and organisational skills with flawless attention to detail.
- The ability to multi-task and good time management skills with the ability to work under pressure.
- Self-motivated, confident and has the initiative to carry out duties with minimum supervision.
- Excellent communication and negotiation skills.
- Demonstrates an enthusiastic and flexible approach to their work.
- Excellent customer service skills which demonstrate a professional pro-active manner which inspires confidence in a wide variety of internal and external customers.

Knowledge and Understanding

Essential

- An acceptance and a good understanding of the importance of office systems and procedures.



Person specification

Desirable

- Knowledge of Promoters, managers and agents in the industry.
- Knowledge of PRS, FEU and UK performance visas.
- Ability to read music scores to be analysed if necessary.
- Passion for the arts and live events and in particular new up and coming artists and shows.

The role will require some flexibility of working hours to embrace the responsibilities within the department and the services that it provides including evenings and weekends.



Person specification

General

- A positive and proactive team player who works collaboratively not just with their own team, but across different departments.
- The ability to build positive relationships with a wide variety of people.
- Shows pride and passion in all that they do.
- Happy to contribute/embrace new ideas.
- Flexible and adaptable attitude.
- An ability to organise and prioritise workload.

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 and 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.



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 30th September 2024

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 at 11.59pm on Sunday 22 September 2024. We are ideally looking of the successful candidate to start the role during or before the week commencing 11th November 2024.

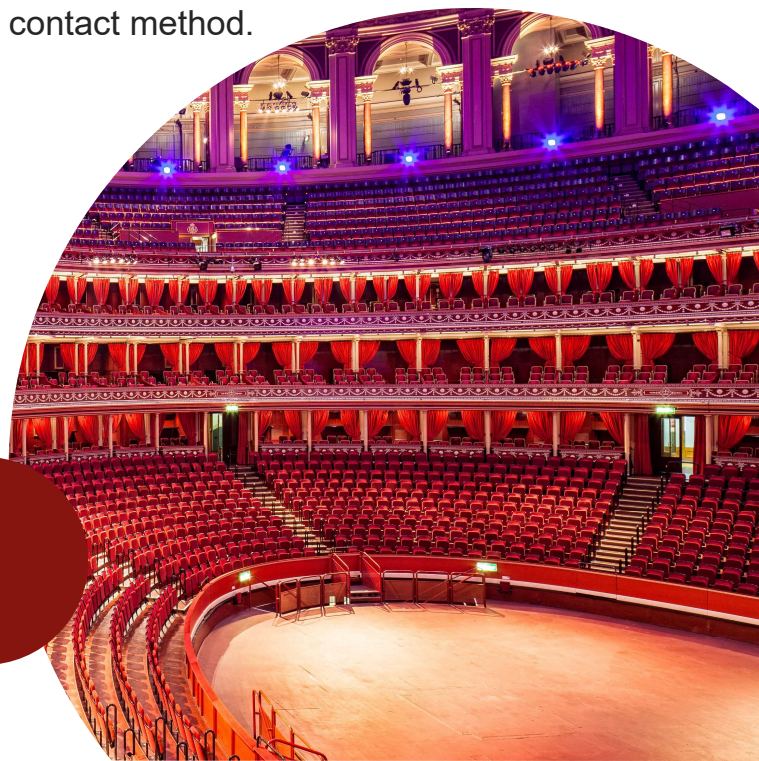
The Royal Albert Hall is a registered charity (no. 254543) and strives to be an equal opportunities employer.

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 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.



Royal Albert Hall
royalalberthall.com

Kensington Gore
London, SW7 2AP



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