



## JOB DESCRIPTION

**Role:** Technical Supervisor (Beyond the Main Stage)

**Location:** Royal Albert Hall

**Reports to:** Deputy Head of Technical

**Supervised by:** Technical Manager (Beyond the Main Stage)

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For nearly 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.

### **Our vision and values**

Our vision is to inspire artists and audiences worldwide with the magic of the iconic Royal Albert Hall, creating life-enriching, unforgettable experiences for everyone. The Royal Albert Hall is more than just a building. Together we are...

#### One team

Encouraging and harnessing each other's talents, valuing our differences, supporting one another and celebrating our achievements together

#### Passionate

Dedicated, creative, embracing new ideas, always seeking a better way; because together we are writing the story of the Royal Albert Hall

#### Open to all

Welcoming, warm, always professional; committed to providing as many people as possible with unforgettable experiences

### **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, Verdi restaurant, North Circle Bar and other spaces within the building.

Ensuring that all events are exceptionally well planned and working closely with the Event Management team The Technical Supervisor (Beyond the Main Stage) will support the Technical Manager (Beyond the Main Stage) in the technical setup, operation and delivery of all events in the BTMS areas.



## WHAT YOU WILL BE DOING

- Ensuring that, for those events for which you are allocated responsibility, the promoter receives a first class, comprehensive, effective and efficient service, and receives any reasonable requests for facilities they may require.
- Where necessary, working with the Event Coordinator to provide advice on technical requirements to promoters or contractors on the viability of show design, particularly the rigging of equipment, sound, lighting and AV and any associated Health and Safety implications.
- Liaising with other Hall departments as necessary, and colleagues within the Production & Technical team, to ensure that all needs of the event are properly recorded and updated in the Show Schedules so that information may be effectively communicated and disseminated.
- Working with and interpreting plans and prep lists, ensuring that they are accurately followed.
- Preparation of technical equipment in readiness for shows and loads-ins.
- Being present and available and or contactable by radio on the day of events for which you are responsible and throughout the event until the public have left the building and as necessary thereafter to ensure the safe de-rigging and load-out of the show.
- Aiding the unloading and loading of equipment off and onto vehicles.
- Operation of the Halls lighting equipment including generic and intelligent fixtures, lighting consoles, dimming and power distribution equipment.
- Operation of the Hall's sound equipment including fixed and portable PA systems, microphones and monitoring packages, sound consoles.
- Operation of the Hall's AV equipment including projectors and screens, computers/playback devices and distribution equipment.
- Delivering all aspects of the Hall's technical services to the highest standard and complying with any reasonable requests of the Hall's Duty Manager.
- De-prepping kit, ensuring it is stored correctly and safely, reporting any damage or faults to the Lighting Supervisor or appropriate manager.
- Accurately and objectively producing reports and ensuring they are distributed swiftly after the event and all event information is organised and filed for future reference.



**Maintenance and Ad Hoc Duties:**

- First line maintenance of technical equipment as and when problems arise
- Working on maintenance tasks or other projects during maintenance periods
- Proactively ensuring that all technical areas are kept safe, clean and tidy and that all technical equipment is used and operated in accordance with the Hall's Health & Safety policies.
- Ensuring that all electrical equipment you are working with complies with the Hall's PAT Policy.
- Supervising, and when necessary training in-house staff and casual crew in basic technical tasks, for example the rigging of lighting and other ancillary equipment, and ensuring that they comply with the Hall's working practices.
- Attending weekly team and department meetings and playing an active role whilst in those meetings, taking minutes as required and distributing them within 24 hours.

**Health and Safety Responsibilities:**

- Be aware of the implications of the Management of Health & Safety at Work Act and working within the law. Be conversant with other related regulations including, but not limited to, the Working at Height regulations, the Electricity at Work Regulations and the Provision & Use of Work Equipment Regulations.
- Understand and be able to implement, support and monitor the Hall's Health and Safety guidelines as set out in the Guide to Show Related Health and Safety and the Hall's various codes of practice. Be familiar with the Hall's risk assessments and method statements pertaining to your area of work.
- Be aware of the Noise at Work regulations, setting up monitoring equipment and taking appropriate action if safe levels become breached.
- 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. Checking that electrical equipment brought into the Hall is PAT certified and meets current IEE regulations.
- Along with other Production and Technical Department staff, be responsible for the safe evacuation of artists, promoter staff and contractors in the event of an emergency.



### **Auditorium Duties:**

Occasionally the Technical Supervisor (Beyond the Main Stage) is required to work in the main Auditorium, and at such times may require the following duties to be undertaken:

- The safe and professional operation of the Hall's rigging equipment and motor-board, utilising spotters (or being a spotter) when required.
- Undertaking the safe connection of production equipment to RAH power supplies
- Assisting when required in providing lighting, rigging and audio services to events, and to become familiar with the use of the Hall's extensive technical equipment and procedures.
- Instigating and assisting with seating, stage and riser setups when required as well as setting up other spaces of the Hall such as function rooms and Beyond the Main Stage venues.
- When required, taking on the role of a Stage Manager to ensure the seamless delivery of stage setups and scene changes, managing properties, musical instruments and other stage items in an organised and considerate manor.
- Ensuring the Hall's Hard Hat Safe Working practice is adhered to when working in the auditorium.

### **General Responsibilities:**

- Contribute by providing suggestions for improving the standards of service provided to the Hall's customers and the success of the Hall's business and remain conversant with developments of technology and its potential effects and services
- Liaise with all internal departments to provide a high level of technical knowledge
- Comply with any reasonable requests of the Hall's Duty Manager for the event
- Undertaking any other reasonable request from the Technical Supervisors, Lighting Design Manager, Rigging Manager, Deputy Head of Technical, Deputy Head of Production and Events or Head of Production & Technical.
- Some work at height including focusing and rigging of lighting equipment (training will be provided)
- Ensuring that any rigging activities you are involved with comply with the Hall's Rigging Code of Practice. Seeking any necessary guidance from the Rigging Manager or a member of the Technical Team when required



## **THE PERSON**

- Sound experience; setting up and mixing live bands/musical groups, theatre shows and conferences
- A general knowledge of the Hall's lighting and sound desks, Grand MA Dot 2 Core, Grand MA and Digico SD desks (SD9 in particular) as well as Alan & Heath digital consoles
- General AV knowledge in a show/conference environment
- Knowledge and experience of lighting systems such as moving lights, dimming, generics and lighting control systems
- Lighting experience, patching, focusing, interpreting plans and terminology etc
- The role requires manual handling and working at height
- Flexible and capable of prioritising and working under pressure
- Ability to work on tasks alone or as a team player with excellent interpersonal skills
- Willing to undertake evening, overnights and weekend working patterns as required
- Good standard of written English
- Demonstration of experience working within the entertainment industry in particular lighting
- The role will require significant flexibility of working hours to embrace the responsibilities within the department and the services that it provides

## **EMPLOYEE BENEFITS**

Hall employees work in a Grade 1-listed internationally recognised venue in an attractive part of London on the edge of Hyde Park, with supportive, friendly and passionate colleagues.

Please refer to our website information [here](#) for more information on our fantastic benefits.

*Please note that any offers of employment will be subject to successful Occupational Health clearance.*

## **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.