



Stage Manager

Job Description

ROLE

Position	Stage Manager
Reports to	Transport and Stage Manager (T&SM)
Salary	£35,000-£40,000 per annum depending on experience
Location	Primarily with the Orchestra at work and at the RPO's musical equipment store and garage (Greenford, London UB6 8UP) Occasionally at the RPO's administrative premises (currently Clerkenwell, London, EC1R 0QT and from July 2025, Wembley Park, London, HA9 0BP)
Contract	Permanent, Full Time
Working hours	Flexible with evening and weekend work

APPLICATION AND INTERVIEW DATES

Application deadline	Monday 3 March 2025 5pm; applications will be reviewed on a rolling basis
Interview	Tuesday 11 March 2025 (to include a job-related written task), or earlier by arrangement, in line with the rolling review of applications
Format of application	Please email Nathan Budden, Transport and Stage Manager at recruitment@rpo.co.uk explaining your relevant experience and interest in the role and attach your CV
Application information	Please see our Guide for applicants and our website www.rpo.co.uk The RPO will support a UK work visa application for successful applicants if they do not already have the right to work in the UK.

PURPOSE OF THE ROLE

The RPO has recently grown its Transport and Stage team to meet increased creative and commercial demands. As it embarks on ambitious new projects and expands its reach, the RPO recognizes the importance of matching these developments with a team of Stage Managers and other operational roles. Joining our experienced team at this exciting juncture, this role is an integral part of creating a sustainable Transport and Stage team for the future.

The Stage Manager plays a pivotal role in bringing our creative visions to life, overseeing stage logistics, ensuring seamless performances and maintaining the highest quality standards. From planning to rehearsals to show time, the Stage Managers are the backbone of our productions, working closely with musicians, conductors, soloists and outside technical teams to deliver exceptional experiences every time.

We are a team that thrives on creativity and forward thinking. We are constantly exploring new ideas and pushing boundaries, offering the chance to contribute to exciting novel projects that challenge the status quo. From iconic concert halls to stunning international venues the Stage Managers have the opportunity to work in some of the most exciting and diverse locations in the world.

There will be opportunities for training and development including Microsoft Visio, managing Hearing Protection systems, Health and Safety and, for interested candidates, HGV licence and First Aid.

JOB DESCRIPTION

Roster Planning

- Work with the T&SM and other Stage Managers to achieve a balanced distribution of work and leave across the team
- Attend Royal Philharmonic Orchestra, Royal Philharmonic Concert Orchestra and occasionally RPO Resound (Community and Education) sessions in London, around the UK and internationally on a rota basis (managed across the team)

Stage Planning

- Work proactively with the Concerts Department team on the stage planning for all events
- Take ownership of the planning and preparation of certain concerts as agreed by the T&SM
- Preparation of stage plans for concert, rehearsal and recording venues using Microsoft Visio software (training will be provided) to plan staging, taking into account the orchestration, health and safety protocols and venue particulars
- Fulfil stage planning requirements for overseas tours as agreed with the Transport and Stage Manager (T&SM) and/or Tours Manager
- Working from agreed stage plans, take responsibility for ensuring that the stage is ready for the musicians and all technical issues have been resolved before the start of the session

Stage Management

- Work with Team members and venue personnel on the loading and unloading of instruments and music scores between the RPO warehouse, trucks and venues, ensuring that all instruments and scores are handled with the highest level of care at all times and are correctly stored within the truck
- Arrive promptly and as agreed with the T&SM at venues in advance of the Orchestra's arrival

- Ensure that stages at rehearsals, recording sessions and performance venues in both the UK and abroad are correctly laid out to meet the requirements of the Orchestra and conductors, including availability and placing of all necessary equipment, such as chairs, music stands, conductor's podium and rostrum, stage lighting, stand lighting, electrical outlets, extension cords and large instruments as well as music scores when required
- Ensure that stage management during performances is carried out effectively and that presentation on stage is of the highest standard
- Maintain excellent relations with the Musicians, resolving their requirements and building in solutions to future staging
- Ensure that the Orchestra is best represented to venues' stage and technical teams and maintain positive working relationships with them at all times
- Support the T&SM in the processing of carnets and customs clearance for overseas tours
- Fulfil stage management requirements for overseas tours as agreed with the T&SM and/or Tours Manager
- Ensure that all reportable incidents are notified to the T&SM and Finance Director and that information required for insurance claims is provided accurately and promptly
- Adhere to RPO dress standards for backstage work and on stage

Instruments Inventory

- Purchase equipment, as tasked by the T&SM, obtaining quote and making recommendations, taking into account budgets and service levels required
- Be responsible for receiving, safe custody and return of hire instruments as required
- Work with other Team members to maintain the Company musical equipment store and garage (warehouse) in good order
- Act as a contact point for musicians requiring instruments outside RPO event dates, arranging pick ups in line with warehouse opening times

Health and Safety

- Maintain good health and safety practices, reporting any issues that arise in relation to stage management duties to the T&SM
- Set up and run hearing protection dosimeters for events, maintain accurate record keeping of the data readings (training will be provided) and provide reports for the Company's Health and Safety records as required

- Contribute to policy discussions and meetings with hearing protection information, reports and feedback from players
- Work with the Concerts team and the Office Manager on the management of the Hearing Protection Policy and proactively ensure that it is implemented on a daily basis
- Undertake mandatory Health and Safety training

Other

- Enact environmental initiatives undertaken within the Transport and Stage Management sphere and adhere to environmental procedures including efficient travel and transport, power saving and safe disposal of equipment
- Such other duties as may reasonably be requested by the T&SM or as required by the Company

PERSON SPECIFICATION

Essential:

- Prior experience of stage management at a professional level
- Knowledge of the methods and practices employed in handling, packing, loading, unloading and stowing musical instruments and an awareness of their value
- Good organisational skills with attention to detail and a high level of accuracy
- Good multi-tasking skills, able to prioritise whilst also working across a range of demands on a daily basis
- Good communication skills and able to converse with a wide range of stakeholders. Maturity, diplomacy and tact towards musicians, other performers and venue staff
- Ability to look ahead to anticipate issues, to problem-solve under pressure and to quickly identify solutions
- Ability to work well both independently and as a team player
- The role involves lifting and carrying instruments and staging and therefore the post holder must have the capacity to lift and carry such equipment carefully. Manual handling training will be provided
- Flexibility to travel and work irregular hours including evenings and weekends

Desirable:

- A good knowledge of the range of a modern orchestra's repertoire and the working environment for UK orchestras
- Level 4 HNC Diploma in Performing Arts (Production) or Degree in Theatre Practice, Technical Theatre or Stage Management
- Knowledge of Microsoft Office (Word and Excel)
- Knowledge of Microsoft Visio for stage planning
- Ability to use databases/concert planning tools
- Current UK Driver's Licence
- HGV Driver's licence
- Working knowledge of Health and Safety in entertainment venues

Additional requirements

- The post holder must have a valid passport due to the international travel requirements of the role
- This role involves working with children and young people and adults at risk, therefore the appointment will be subject to an enhanced Disclosure & Barring Service check

ADDITIONAL BENEFITS

- 25 days' annual leave per annum
- 8 Bank holidays
- Entitlement to leave during the Company's annual (Christmas) shut down (generally 3 days)
- Time off in lieu (TOIL) for work on weekends or Bank holidays
- Pension scheme with an employer contribution up to 6% salary
- Interest-free loan for an annual travel season ticket after 6 months