

Transport and Stage Manager

Job Description

ROLE

Position:	Transport and Stage Manager
Reports to:	Concerts Director
Location:	Both at the RPO's warehouse (currently at Unit 17 Metropolitan Way, Greenford UB6 8UP), and wherever the Orchestra may work or perform in the UK and abroad
Contract:	Full-time, Permanent
Salary:	£40,000 - £50,000
Working hours:	Flexible depending on the needs of the Orchestra, no more than an average of 48 hours per week, with regular attendance at evenings and weekends. Driving time will be limited by the prevailing regulations.

APPLICATION AND INTERVIEW DATES

Application deadline	Wednesday 13 August 2025 5pm
Interviews	18 or 19 August 2025
Format of application	Apply at: https://hr.breathehr.com/v/transport-and-stage-manager-42057 with a CV and covering letter addressed to Frances Axford Evans, Concerts Director
Application information	Please see our Guide for applicants and our website www.rpo.co.uk Applicants must have the right to work in the UK

OVERVIEW

The RPO presents an exciting programme of high-quality performance activity around the UK and abroad, including regular orchestral concerts at Royal Albert Hall, Southbank Centre and Cadogan Hall as well as in Reading, Nottingham and Gateshead, alongside a vibrant international touring programme across Europe, the US, Asia and the Middle East, and recording projects in the studio. Alongside this, the RPO operates the Concert Orchestra, a flexible ensemble servicing the commercial needs of the organisation for regular engagements at pop Festivals, film music, outdoor events and corporate hospitality functions.

The RPO holds the Operator's Licence for 2 LGVs to service both Orchestras and occupies Warehouse space at Greenford until July 2027. As part of their role, the Transport and Stage Manager will be pivotal in advising on suitable replacement premises for the RPO's vehicles, instruments and equipment.

PURPOSE OF THE ROLE

The Transport and Stage Manager is responsible for the safe and effective planning and transportation of all instruments and orchestral equipment to venues around the UK and abroad, in accordance with project requirements. An integral part of the Orchestra's on-site team, the role also ensures the highest professional standard of stage management for all RPO and RPCO activity.

Leading an in-house team of Stage Managers, Warehouse and driving staff and a roster of casual workers, the role is at the heart of project delivery and logistics management, working alongside an experienced team of Orchestra Managers, Librarian and Concerts department colleagues to deliver world-class music around the UK and abroad.

JOB OUTLINE

Transport & Logistics Management

- Plan and manage the transportation needs of the RPO and RPCO to UK venues and foreign tours, ensuring compliance with all regulatory requirements for trucking services, and that UK Drivers Guidelines and European guidelines for commercial drivers are met.
- Ensure safe and secure transportation of the Orchestra's instruments (and musicians' instruments when required) from venue to venue anywhere in the world.
- Work with Concerts Department colleagues to ensure transport requirements at concert venues are met, advise on the appropriate method of transporting the Orchestra's instruments, and ensure that transport arrangements are communicated clearly to musicians.
- Liaise with Concerts Department colleagues to plan routes and travel times for venues in the UK and internationally.
- Obtain relevant documentation for instrument transportation for international tours, including import and export clearance, ATA Carnets, all necessary licences and travel permits, freight and shipment requirements, and driving dispensations.
- Ensure that Company LGV's are road-worthy, fully maintained, serviced and operationally compliant with legislation and environmental regulations, and obtain value for money in truck maintenance and servicing.
- Ensure that payment for congestion charges, road tolls, fuel etc is organised to achieve cost efficiency and effectiveness.
- Download and maintain tachograph records of driving hours.
- Managing Company relationships and accounts with third parties for services associated with transport and stage management, applying Company requirements with regard to selection, contracting and service levels, with assistance from the Warehouse and Equipment Supervisor.

Instruments, Equipment and Finance

- Prepare and compile load lists for Stage and Warehouse team colleagues, and ensure all instruments and equipment are correct and present at the Orchestra's location.
- Liaise with percussionists to ensure percussion equipment is available at venues as required.
- Liaise with Concerts department colleagues to arrange hire of additional instruments and equipment as required, within agreed budgets and timeframes and process invoices accordingly.
- Lead on inventory management, maintenance, insurance records, procurement and purchasing of orchestral instruments and equipment within agreed budgets.

- Work with the Warehouse and Equipment Supervisor to maintain the Company warehouse in good order.
- Manage the servicing and maintenance of in-house instruments and equipment, instrument flight cases and other equipment such as celeste, percussion, music stands and rostra as required, with assistance from the Warehouse and Equipment Supervisor.
- Provide instrument transport and stage management costings for the purpose of budgeting.

Stage Management

- Ensure a safe and sustainable operation for the stage team by preparing the Stage team rota according to operational needs, engaging temporary resources (such as additional stage crew or LGV drivers) to cover staff annual leave or to meet additional requirements, and ensure casual staff are inducted and managed as required.
- Work with the Concerts Department colleagues on advance stage and logistical planning, attending technical production meetings as required.
- Oversee the timely provision of stage plans by the Stage Managers
- Ensure that load in, set up and load out of the orchestra instruments and equipment is carried out safely and effectively by the Stage team and that appropriate risk assessments and controls are completed.
- Ensure that stages at rehearsals, recording sessions and performance venues, in both the UK and abroad, are correctly laid out by the Stage team to meet the requirements of the Orchestra and conductors. Ensure that general stage management during performances is carried out effectively and that presentation is of the highest standard.

Health & Safety

- Prepare departmental risk assessments and create standard operating procedures to ensure full compliance with Health and Safety legislation across all areas of Transport and Stage Management, paying particular regard to heavy-lifting and musicians' Hearing Protection Policies.
- Ensure that all reportable incidents are notified to the Finance Director and insurers and that information required for claims is provided accurately and promptly.
- Identifying and undertake training for the team, for example first-aid, manual handling, driver CPC, noise at work, and any others identified by the risk assessments or role requirements.

Other

- Undertake line management responsibilities including regular meetings, training and annual PDRs of the Stage Managers and Warehouse & Equipment Supervisor.
- Manage transport and stage management projects which may be set from time-to-time and which may include advising on a replacement warehouse space, purchasing of vehicles or high value instruments, evaluating processes and competitive tenders for third party services.
- To represent the Orchestra as a member of the Concerts' team, and maintain positive relationships with external venue staff, production companies, artists and agents.
- Such other duties as may reasonably be requested by the Concerts Director or as required by the Company.

PERSON SPECIFICATION

Essential

- Proven experience in Orchestral transport and stage management
- Knowledge of UK and European regulatory requirements with regard to goods transport and the driving and maintenance of an LGV
- Clean LGV drivers licence (Category C&E) and Extensive driving experience in the UK and overseas
- Experience of dealing with international carnets and customs
- Good organisational skills with attention to detail and a high level of accuracy
- Ability to look ahead to anticipate issues, to problem-solve under pressure and to quickly identify solutions
- 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
- Ability to work well both independently and as a team player
- Good level of numeracy
- 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
- A current valid passport
- Right to work in the UK

Desirable:

- A good knowledge and understanding of the needs and requirements of the orchestra sector and orchestral repertoire
- Further Education standard (A level, HND or equivalent)
- Transport Manager Certificate of Professional Competence (the cost of the course and test may be paid for candidates without the qualification)

ADDITIONAL BENEFITS

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