

Stage Operations Manager

Job Description

ROLE

Position:	Stage Operations 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.

APPLICATION AND INTERVIEW DATES

Application deadline	Monday 29 September 2025 5pm
Interviews	Thursday 2 October 2025
Format of application	Apply at: https://hr.breathehr.com/v/stage-operations-manager-43043 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 & PURPOSE OF THE ROLE

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 currently manages its stage operation in-house with a staff team of 3. The Stage Operations Manager will be pivotal in ensuring seamless 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 the Stage Management team 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

Operational Planning

- Plan and organise transport requirements for the provision of instruments for all RPO and RPCO projects to UK venues and abroad, including producing a detailed schedule of logistics.
- Work with Concerts Department colleagues to ensure that instrument transport arrangements are communicated clearly to musicians.
- Obtain and provide information about instruments, access and parking for UK venues and international tours, including arranging documentation for ATA carnets and customs clearance, vehicle permits and dispensations.
- Ensure a safe and sustainable operation for the Stage team by preparing the staff rota according to operational needs, engaging temporary resources (such as additional stage crew) 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 long-term stage planning and advance logistical planning, attending technical production meetings as required.

Instruments, Equipment and Finance

- Prepare and compile load lists for Stage team colleagues, and ensure all instruments and equipment are correct and present at the Orchestra's location.
- Act as a contact point for musicians' instrument requirements for all RPO and RPCO activity.
- 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.
- 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.
- Lead on inventory management, insurance records, procurement and purchasing of orchestral instruments and equipment within agreed budgets.
- Provide instrument and stage management costings for the purpose of budgeting.

Stage Management

- Prepare stage plans for some concerts, 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; and oversee timely provision of stage plans by the Stage Managers.
- 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)

- Lead a team of Stage Managers to 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 as required
- Ensure that load in, set up and load out of the orchestra instruments and equipment is carried out safely and effectively and that appropriate risk assessments and controls are completed.
- Maintain excellent relations with the musicians, resolving their requirements and building in solutions to future staging
- 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
- Adhere to RPO dress standards for backstage work and on stage
- Undertake line management responsibilities including regular meetings, training and annual reviews of the Stage team and manage recruitment of new staff as required.

Health & Safety

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

Other

- Assist with Stage Management projects from time-to-time which may include advising on a replacement warehouse space, purchasing of high value instruments, evaluating processes and 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.

PERSON SPECIFICATION

Essential

- Prior experience of stage management at a professional level
- Good organisational skills with attention to detail and a high level of accuracy
- A good knowledge of the range of a modern orchestra's repertoire and the working environment for UK orchestras
- Knowledge of the methods and practices employed in handling, packing, loading, unloading and stowing musical instruments and an awareness of their value
- Capacity to lift and carry such equipment carefully. Manual handling training will be provided
- 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
- Flexibility to travel and work irregular hours including evenings and weekends
- A valid UK passport due to the international travel requirement of the role
- Right to work in the UK

Desirable:

- 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
- Working knowledge of Health and Safety in entertainment venues

Additional requirements

- 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) 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