

Stage Manager Information for Candidates

The Royal Philharmonic Orchestra is one of the world's leading symphony orchestras with a reputation for excellence. We are seeking a highly motivated and experienced Stage Manager to become a key member of the Orchestra's Stage Management Team. The ideal candidate will have a good knowledge and understanding of the logistics of orchestral events and the safe handling of orchestral instruments. This pack will provide prospective candidates with the necessary information in order to make an application for this position.

BACKGROUND

Founded in 1946 by Sir Thomas Beecham, the Royal Philharmonic Orchestra (RPO) has enjoyed seventy years of success worldwide, giving first-class performances of a wide range of musical repertoire with artists of the highest calibre. The RPO has a demanding schedule of concert performances, UK and international tours, community and education work and recording sessions. The Royal Philharmonic Concert Orchestra (RPCO) was formed in 1987 and performs regularly in the major concert halls and concert venues in the UK and around the world. It is known for its versatile programming of classical, light classical and popular music.

"The Orchestra" for the purposes of this document refers to both the Royal Philharmonic Orchestra and the Royal Philharmonic Concert Orchestra.

Administratively, the Orchestra has a staff of around 30 working across concerts (artistic planning and logistics), marketing, business development, community and education, finance and administration.

For further information about the Orchestra please visit our website: www.rpo.co.uk

RPO CONCERTS DEPARTMENT

The RPO's Concerts Department is led by the Concerts Director and by the General Manager - Royal Philharmonic Concert Orchestra (RPCO). The Department manages all aspects of the RPO and RPCO: overseas Touring, UK Concerts, Recordings and Special Projects. The busy team has a high level of interaction with colleagues in all RPO departments on a daily basis and in particular with RPO & RPCO musicians, promoters, venues and visiting artists. The Stage Manager reports directly to the Stage and Transport Manager.

ROLE

Position:	Stage Manager
Reports to:	Stage and Transport Manager
Location:	The post holder will work at the RPO's warehouse 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:	£26,250 per annum depending on experience
Working hours:	The schedule for this position works around the commitments of the Orchestra and will require frequent weekend and evening work
Probationary Period:	Six months

PURPOSE OF THE ROLE

The Stage Manager ensures the safe and timely setting and dismantling of the stage layout wherever the RPO or RPCO is performing in the UK and Internationally. This involves the loading and unloading of instruments between warehouse, truck and venues.

JOB OUTLINE

Reports to: Stage and Transport Manager (S&TM)

Duties:

- Load and unload instruments between the RPO warehouse, trucks and venues, ensuring that all instruments 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 S&TM 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;
- Work proactively with the Concerts Department team and RPCO General Manager on all events, 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;
- 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;
- Fulfill stage management requirements for overseas tours as agreed with the S&TM and/or Tours Manager;
- Be responsible for receiving, safe custody and return of hire instruments as required;
- Work with other team members to maintain the Company warehouse in good order;
- Maintain good health and safety practices, reporting any issues that arise in relation to stage management duties to the S&TM;
- Ensure that all reportable incidents are notified to the S&TM 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;
- Such other duties as may reasonably be requested by the S&TM or as required by the Company.

PERSON SPECIFICATION

The post-holder must be able to demonstrate the following:

- A minimum of three years' experience in stage management
- 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
- Good level of numeracy
- Physically fit
- A current valid passport
- The right to work in the UK
- Current UK Driver's Licence

Desirable:

- A good knowledge and understanding of the needs and requirements of the orchestra sector and orchestral repertoire
- 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)
- Ability to use databases/concert planning tools
- Category C Licence

ADDITIONAL BENEFITS

- 20 days annual leave per annum, increasing to 25 days after 2 years of employment
- Bank holidays and entitlement to leave during the Company's annual (Christmas) shut down. When such dates coincide with a working day for the Orchestra which requires the Stage Manager's presence, Time off in Lieu may be taken, by agreement with the S&TM
- The post holder will be auto-enrolled in the RPO's defined contribution pension scheme after a 3 month deferral period. Under existing legislation, there is an entitlement to opt out of the scheme. The RPO matches employee's contributions up to a maximum of 6% of salary
- Interest-free loan for an annual travel season ticket after the 6 month probationary period has been successfully completed
- Child Care Voucher scheme

APPLICATION PROCESS

The RPO is committed to equal opportunities and diversity in its workforce and welcomes applications from all sections of the community.

Please email your letter of application and CV to: recruitment@rpo.co.uk

All applications should be addressed to Steve Brown, Stage and Transport Manager. Please ensure that you attach your CV and covering letter as two separate documents, and in the email subject line enter "RPO Stage Manager".

CVs should include:

- Contact details, including email, and day and evening telephone/mobile numbers
- Details of education and qualifications, including professional qualifications where relevant
- Details of your employment history, including relevant roles and experience
- Relevant skills, achievements and training
- Confirmation of your notice period; names and contact details for two referees, including your existing or last employer. Please also state the capacity in which each referee is known to you, along with an indication of when in the application process you would be happy for us to contact them. Please note, that we will not contact your referees without your express permission
- An indication of current salary

Your cover letter should summarise your interest in this post, providing evidence of your ability to match the criteria outlined in the Person Specification.

The closing date for applications is **17.00 on Friday 2nd February 2018.** Interviews will be held on **Friday 9th February 2018.** We regret that we cannot acknowledge all applications. Only applicants required for interview will be notified.

The details contained in a candidate's application will, at all times, remain confidential and will be held in a secure place. Details provided to the Orchestra will be used to assess your suitability for the post applied for and will only be released to relevant personnel for that purpose. If your application results in successful recruitment to the post applied for, then those details will form the basis of your employee personnel file.