Assistant Stage Manager

Job Description

ROLE

Position	Assistant Stage Manager
Reports to	Stage Operations Manager (SOM)
Salary	£29,200-£34,500 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 (Wembley Park, London, HA9 0BP)
Contract	Permanent, Full Time
Working hours	Flexible with evening and weekend work

APPLICATION AND INTERVIEW DATES

Application deadline	Monday 23 November 2026, 5pm
Interview	Tuesday 01 December 2026
Format of application	Apply at Assistant Stage Manager uploading a CV and covering letter addressed to Steve Brown, Stage Operations Manager
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 and will be subject to an enhanced Disclosure and Barring Service check.

PURPOSE OF THE ROLE

The RPO is looking for an enthusiastic individual with a practical flair to join our Stage Management team, assisting with logistics on the day, and ensuring that all practical arrangements are in place for the musicians to perform at the very highest standard. The Assistant Stage Manager works closely with musicians, conductors, soloists and technical teams to deliver orchestral experiences on stage, whether for rehearsals and concerts, recording sessions, or international tours.

Joining a creative and committed team, this role offers an opportunity to work on a variety of concerts and experiences with the RPO's two orchestras (RPO & RPCO) at a range of venues from iconic concert halls to some of the most exciting and diverse locations around the world. No two days are the same!

Training will be provided and there will be opportunities for professional development including Health & Safety, Hearing Protection, First Aid and use of stage planning and diary software programmes.

JOB DESCRIPTION

Stage Planning & Management

- Assist SOM and Senior Stage Manager (SSM) with stage planning for concert, rehearsal and recording venues and, when required, prepare stage plans for review. (Training on Microsoft Visio software will be provided.)

- Assist with the loading and unloading of instruments and music scores between the RPO's warehouse, trucks and venues, ensuring that all instruments and scores are always handled with the highest level of care and are correctly stored within the truck

- Arrive promptly and as agreed with the SOM at venues in advance of the Orchestra's arrival

- Working from agreed stage plans, 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 placing of all necessary equipment, such as chairs, music stands, conductor's podium and rostrum, overhead stage lighting, stand lighting, electrical outlets, extension cords and large instruments.

- Lay out music pads for the Orchestra and Conductor's scores as required

- Work with the Orchestra Manager and internal/external Production Managers on the day to assist with the smooth running of the shows on the day

- 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 bringing any issues to the attention of the SOM

- Work with venues' stage and technical teams to ensure the Orchestra is best represented and maintain positive working relationships with them at all times

- Ensure that all reportable incidents are notified to the SOM and that any information required for insurance claims is provided accurately and promptly

- Adhere to RPO dress standards for backstage work and on stage

Instruments Inventory

- Assist the SOM with purchase of orchestral equipment, obtaining quotes and processing of invoices as required

- Work with other Team members to maintain the Company musical equipment store and garage (warehouse) in good order

- Assist the SOM with ensuring the database of instruments and equipment is kept up-to-date

Health and Safety

- Maintain good health and safety practices, reporting any issues that arise to the SOM

- Assist with the set-up and running of 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

- Undertake mandatory Health and Safety training

Other

- Adhere to environmental procedures including efficient travel, power saving and safe disposal of equipment

- Such other duties as may reasonably be requested by the SOM or as required by the Company

PERSON SPECIFICATION

Essential:

- Experience of working in an orchestral environment and/or with professional musicians
- Strong practical aptitude and knowledge of the methods and practices employed in handling, packing, loading, unloading and stowing musical instruments and an awareness of their value
- 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 anticipate issues, to problem-solve under pressure and to quickly identify solutions
- Good organisational skills with attention to detail
- 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:

- 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

- Must have the right to work in the UK
- 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