

# INFORMATION PACK FOR CANDIDATES

SOUND, VIDEO AND  
BROADCAST PROJECT  
MANAGER

MARCH 2024

ROYAL OPERA HOUSE



# WELCOME

MESSAGE FROM ALEX BEARD, CHIEF EXECUTIVE

Thank you for taking the time to apply for a role at the Royal Opera House.

Extraordinary, world-class performances of opera and ballet are at the absolute heart of our vision here at the Royal Opera House.

So, whether the audience is in one of our beautiful theatres in Covent Garden, watching around the globe in cinemas and online streaming, or taking part in learning and participation programmes up and down the country, we want as many people as possible to enjoy and appreciate these astonishing artforms.

None of this would be possible without the exceptional team of people who work here. People are centre stage of everything we do at ROH, and we built our culture on our core values: treating everyone with Respect, being Open in our mindset and approach, and striving for the Highest Standards in everything we do.

Everyone is welcome at ROH, whatever your background or experience, and we look forward to your application.

Best of luck!

Alex

ROYAL OPERA HOUSE





# ABOUT US

Home to The Royal Ballet, The Royal Opera and the Orchestra of the Royal Opera House, the Royal Opera House (ROH) brings together world-class performers and trailblazing creative teams to share unforgettable performances with audiences near and far.

Last Season over 1.5m attendees watched four hundred performances in our theatres and through cinemas screenings worldwide. Alongside this we deliver more than 1,350 learning events and a public programme of events and exhibitions designed to engage and inspire visitors to our Covent Garden home.

Our work is available in many ways through our streaming platform; ROH Stream, social media where we have over 1M subscribers, touring, radio, and TV broadcasts.

We turnover £135m and employ over one thousand permanent staff. We work across three sites, enabling us to produce exceptional performances – our theatres and offices in Covent Garden, our production workshop in Thurrock and our storage facility in Aberdare.



# WORK FOR US – EVERYONE IS WELCOME

We want many more people to enjoy and engage with exceptional ballet and opera.

We believe a greater diversity of outlook, practice and people will bring a wider range of ideas and perspectives, and help create better, richer, more relevant and dynamic artforms.

We are committed to creating a diverse and inclusive environment in which everyone can thrive and bring their full selves to work.

We operate a fair and open recruitment and selection process. Every role is open to all sections of society, and we welcome applications from those who are under-represented in our workforce; in particular those from a global majority background and/or those who are disabled. As a Disability Confident employer, we guarantee to interview all disabled applicants who meet the essential minimum criteria for our vacancies.





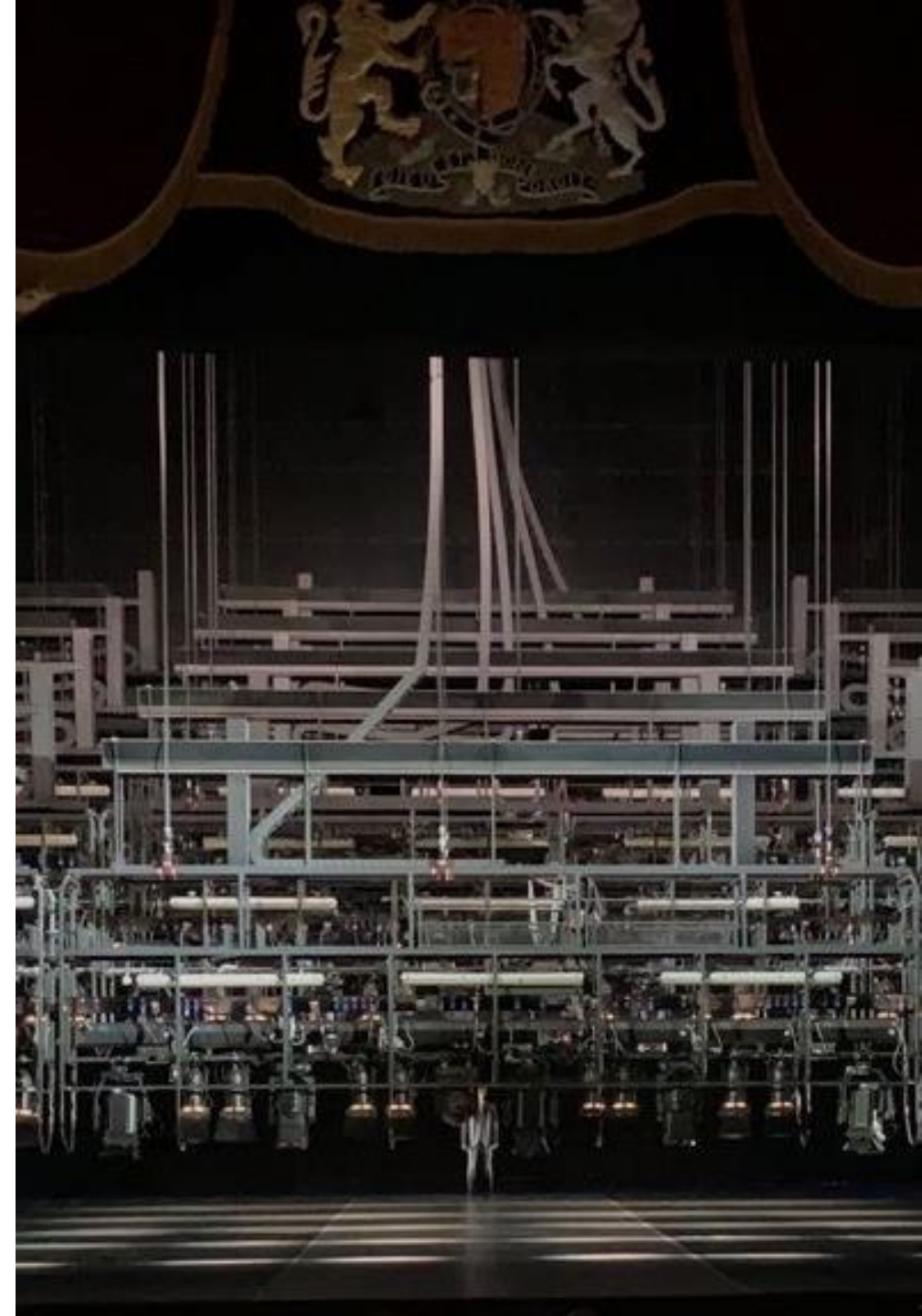
# ROYAL OPERA HOUSE – RENEWAL PROJECT

The Royal Opera House has developed a major programme of work which brings together a range of energy and sustainability initiatives, infrastructure replacement works and upgrades, and refurbishment projects which will help to transform the working environment and technical capabilities across our estate.

Within our Covent Garden home, the technical estate comprises all stage-related infrastructure, equipment and technology and was installed in 1999. Significant elements are now reaching their end of life and have also been superseded by technological advancements.

The Sound, Video & Broadcast (SVB) upgrade includes:

- Full cabling infrastructure network upgrade
- UHD video and visual equipment upgrade
- Broadcast and presenting rooms upgrade
- Full audio equipment upgrade
- Site wide paging system upgrade



# JOB DESCRIPTION

JOB TITLE: SOUND, VIDEO AND BROADCAST PROJECT MANAGER

REPORTS TO: TECHNICAL ESTATES RENEWAL PROGRAMME LEAD

CONTRACT TYPE: FIXED-TERM CONTRACT UNTIL JANUARY 2026

HOURS OF WORK: FULL TIME; 40 HOURS PER WEEK

SALARY: £56,000 PER ANNUM

MAIN PURPOSE OF JOB: To plan and deliver the upgrade of Sound, Video & Broadcast projects, working closely with the SVB team to capture technical requirements and translate this for a wider audience

# JOB DESCRIPTION

## MAIN RESPONSIBILITIES

- Write detailed Business cases for project approval and initiation
- Work closely with Technical, Production & Costume Sound, Video & Broadcast team to capture technical requirements to be delivered by the project
- Write tender documents, in particular technical specification of the proposed works
- Work closely with Legal and Business affairs in defining the client requirements and any contracting documentation; work closely with contract administration in reviewing monthly valuations from suppliers
- Work closely with Environmental Manager to clearly identify sustainability scope of the project
- Report project risks and progress to the Project Board
- Write risk assessments and method statements for each project task as part of the Construction Phase Plan
- Ensure daily handovers between the Project, Sound, Video & Broadcast team, A&C team and Stage teams
- Site Management: oversee all site works during infrastructure installation, ensuring construction site rules are followed (CDM 2015)
- Stakeholder engagement: define communication methods with stakeholders and ensure regular updates are shared at agreed intervals
- Change Management: consider any changes to working practice, ongoing maintenance, etc. required during or following the Project; assist in any adaptation..

# JOB DESCRIPTION

## PERSON SPECIFICATION

### **Essential knowledge, skills and experience**

- Proven project management and delivery experience of major infrastructure works including budget management.
- In-depth understanding of power, controls and networks.
- Experience in systems including entertainment controls, architectural systems and networking.
- Ability to follow, draft & update schematics and diagrams.
- Excellent troubleshooting skills.
- Good understanding of CDM regulations and experience of contractor management.

- Ability to lead and manage a team.
- Open and confident communicator.

### **Desirable skills/qualifications**

- Project management qualification: Prince2 or PMP.
- A good understanding of a busy repertory house schedule.
- CCNA
- Rigging experience
- Working at height
- IOSH
- CAD



# WORKING WITH US – WHAT TO EXPECT

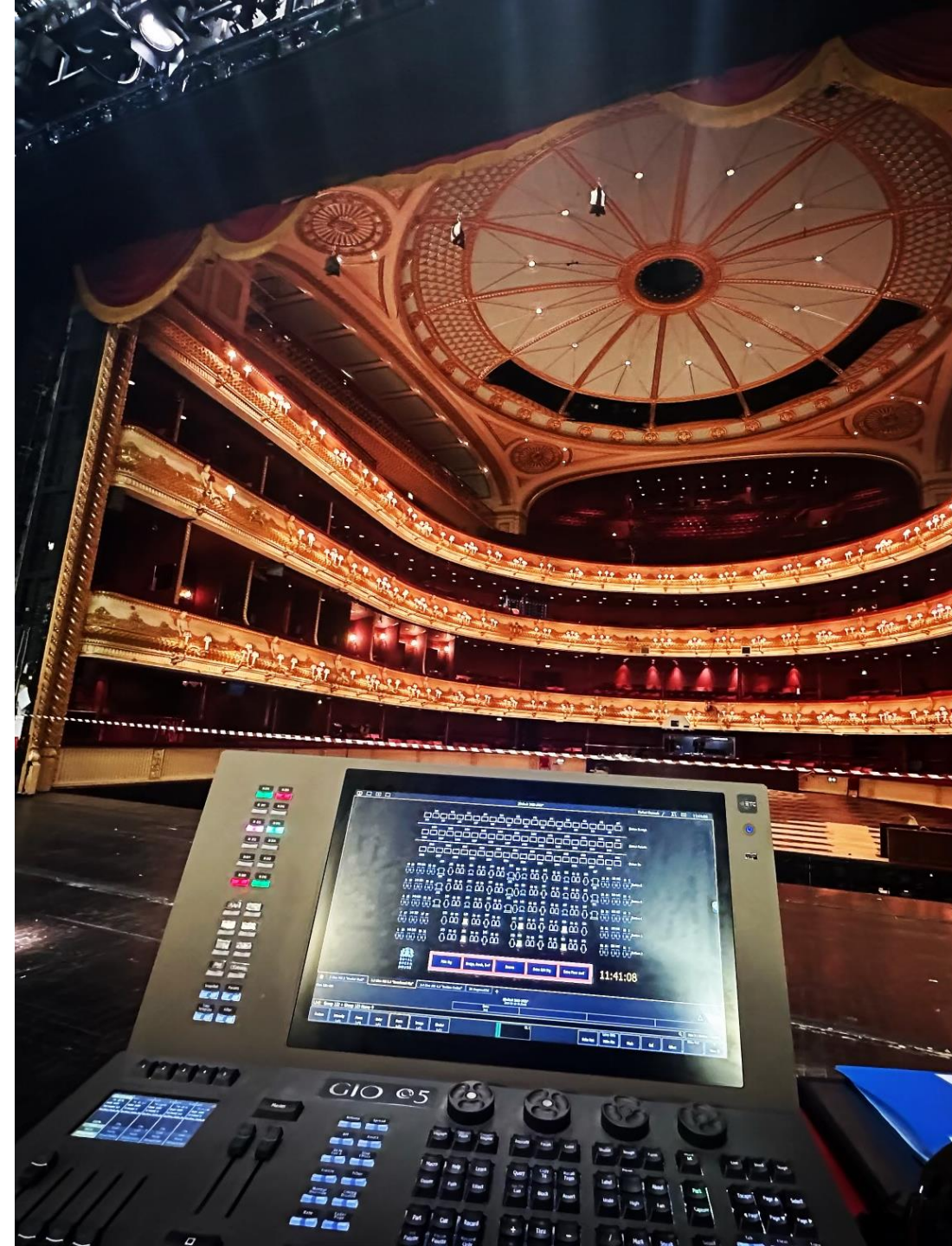
*“The Royal Opera House has been an exceptional place to work and thoroughly supported everyone all levels during very difficult times”*

*“Working at the Royal Opera House has provided me so much joy in my life. I really do love working for such a great organisation and with lovely people.”*

*“I absolutely love working here.”*

Starting a new job can be daunting. At the Royal Opera House, we want to make that transition as smooth and easy for you as possible. We'll provide you with all the information you need prior to starting at the and will be on hand to answer any questions you may have about the role.

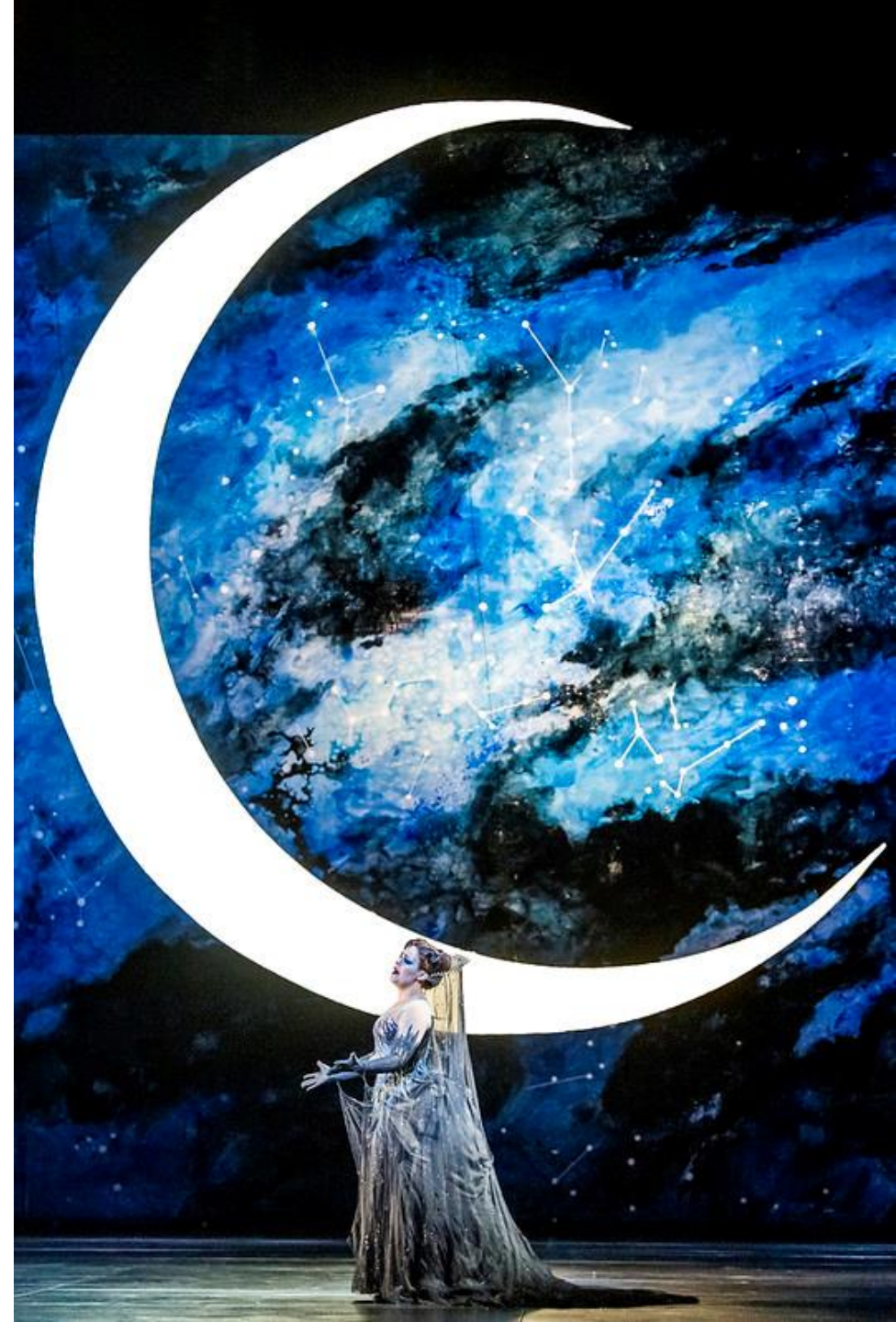
We are a big organisation, with more than 1100 employees and sites at Covent Garden, Thurrock and Aberdare. There will be plenty of people to meet and you'll have a structured induction, including tours of both our Covent Garden and Thurrock sites. This is a great way to orient yourself and understand how all the work comes together.





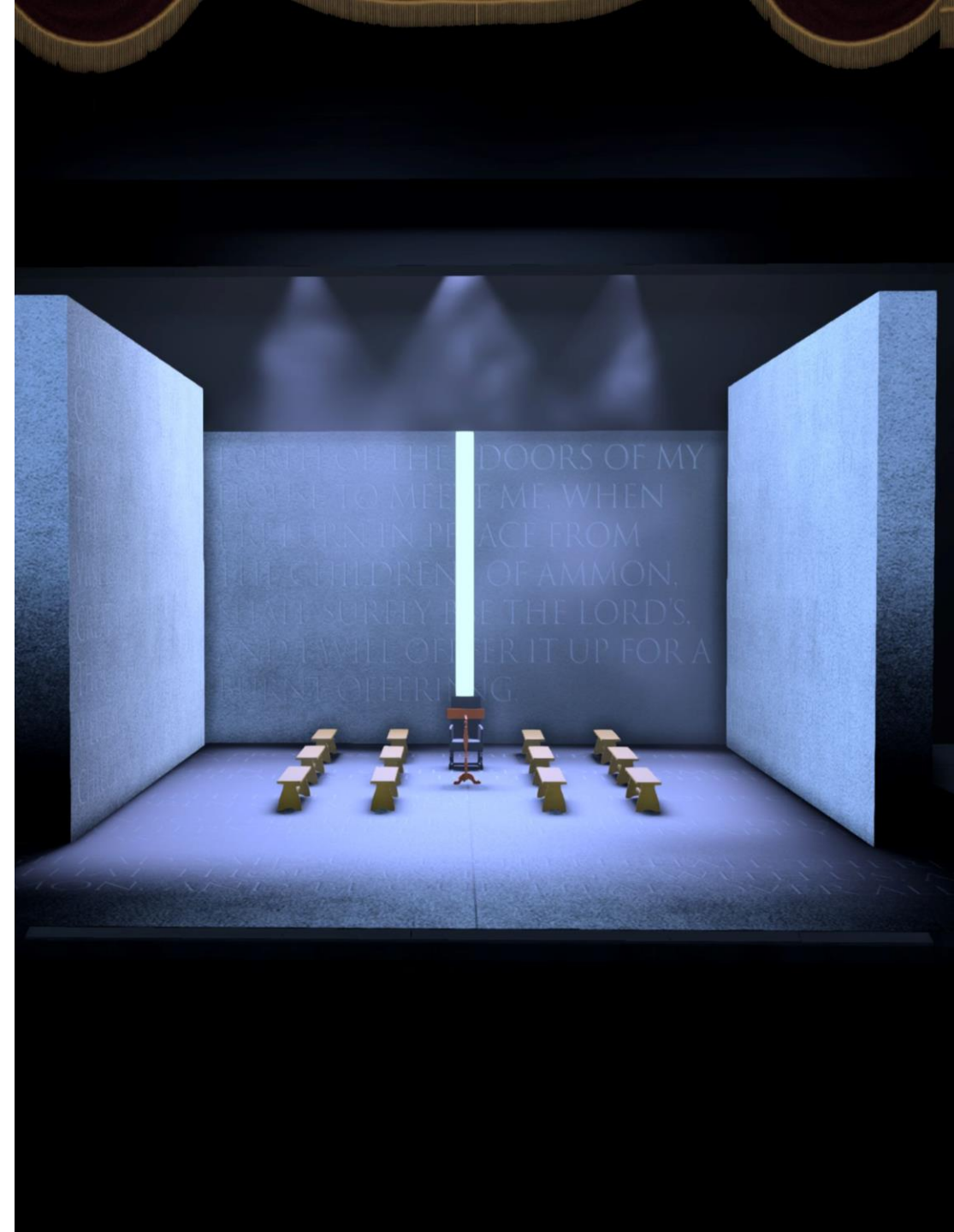
# WORKING WITH US – BENEFITS

- 28 days annual leave (including bank holidays), increasing with length of service.
- Membership of the ROH Pension scheme
- Staff offers on performance tickets and access to general rehearsals
- Subsidised canteen and coffee bar
- Interest free season ticket loan once you have passed your probation and onsite spaces for secure cycle storage, subject to availability
- Family Friendly policies
- Childcare vouchers scheme
- Access to our Employee Assistance Programme providing 24-hour advice and counselling services
- Access to the ROH Benevolent Fund, providing confidential support and assistance
- Special arrangements for Healthcare including a health cash plan for employees and healthcare support for performers
- Discounts on alternative and physical therapies provided in-house
- Discounted staff ballet, Pilates and yoga classes
- Discounts at the ROH Shop
- Concessions at a wide range of local Covent Garden shops, restaurants and gyms



# YOUR APPLICATION – CHECKLIST AND WHAT'S NEXT

- Read through this job pack before you make your application.
- We are committed to anonymous shortlisting and all applications are reviewed on merit. For this reason, we do not accept CVs directly and applications must be made online via our website.
- To submit an application to join the ROH team, please visit our [vacancies page](#)
- If you have any questions or require reasonable adjustments to the application process, please contact the ROH Recruitment Team on [hr.recruitment@roh.org.uk](mailto:hr.recruitment@roh.org.uk). They will be happy to help.





## CLOSING DATE AND INTERVIEWS

Closing date for applications: **8am, Monday 25<sup>th</sup> March 2024**

Interviews will be held **from 2<sup>nd</sup> April onwards.**

Once the applications have been reviewed, we will contact you if you have been successful in being shortlisted for an interview.

We also contact all unsuccessful applicants by email.

**GOOD LUCK!**

