

INFORMATION PACK FOR CANDIDATES

ASSISTANT SYSTEMS MANAGER –
STAGE MACHINERY RENEWALS

JULY 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.



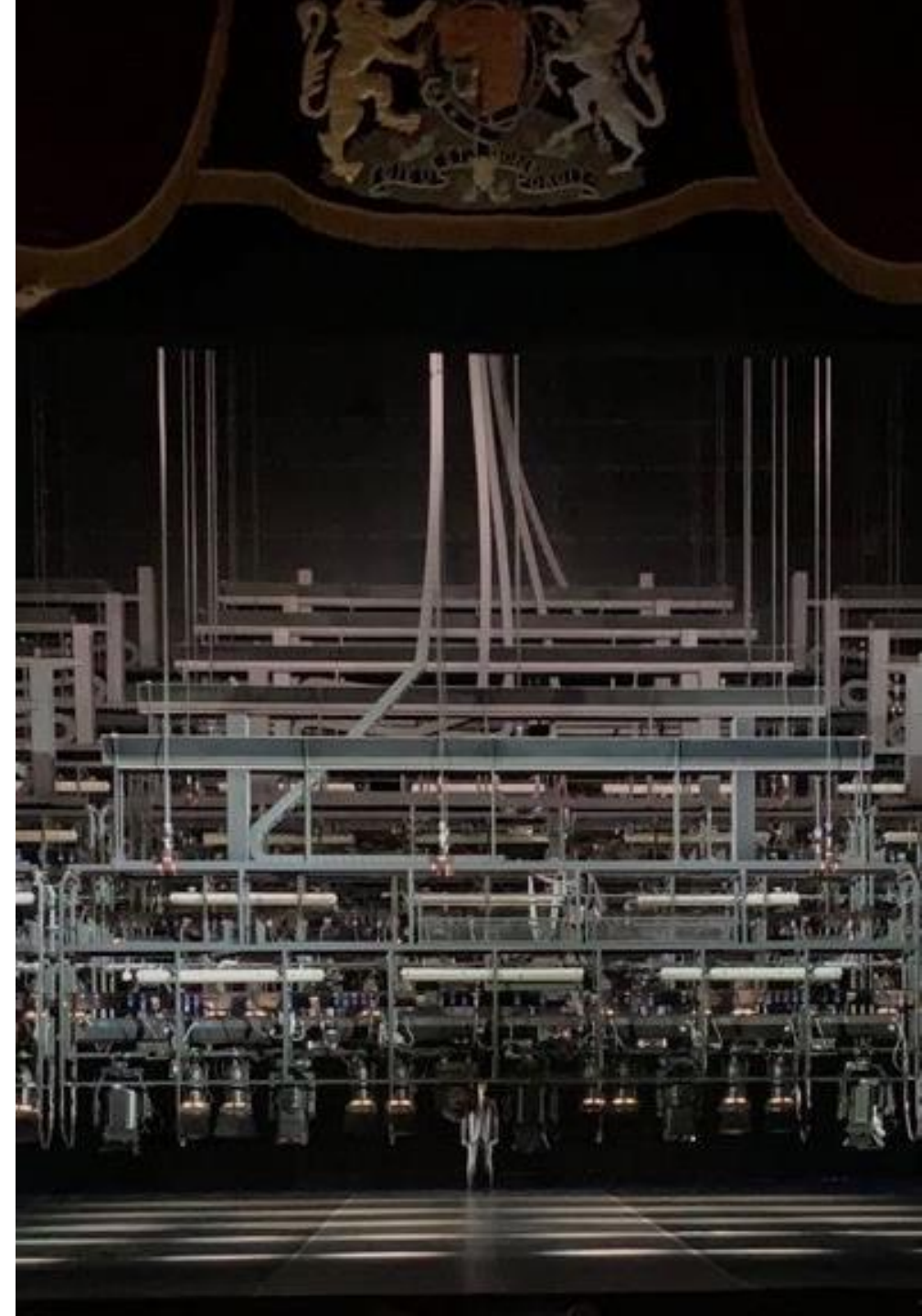
ROYAL OPERA HOUSE – RENEWAL PROJECT

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 was installed in 1999 and much has reached the end of its life or has been superseded by technological advancements. Some of the stage machinery has already been upgraded, is in progress of an upgrade, or has upgrades planned for future seasons. Further works include ongoing maintenance of the stage machinery, ensuring close cooperation with operational colleagues to deliver projects around a demanding schedule.

The Stage machinery includes:

- Flybar winches and point hoists
- Main stage elevators
- False proscenium
- Lighting batten winches
- Performer elevators and traps
- Scenery wagon system



JOB DESCRIPTION

JOB TITLE:	ASSISTANT SYSTEMS MANAGER – STAGE MACHINERY RENEWALS
REPORTS TO:	SYSTEMS MANAGER – STAGE MACHINERY RENEWALS
CONTRACT TYPE:	2 YEAR FIXED-TERM CONTRACT
HOURS OF WORK:	FULL TIME; 40 HOURS PER WEEK
SALARY:	£55,000 PER ANNUM
MAIN PURPOSE OF JOB:	To work closely with the Systems Manager – Stage Machinery Renewals and internal stakeholders on the planned stage machinery upgrades acting as the link between project work and business as usual.

JOB DESCRIPTION

MAIN RESPONSIBILITIES

- Act as the link between project work and business as usual, providing support and training for Technical & Production departments upon project completion
- Act as 2nd line support for stage machinery operators
- Provide on-site support for high profile productions, such as cinema broadcasts (scheduled by Head of Stage)
- Work closely with other departments to integrate control networks such as Lighting and Sound, Video & Broadcast
- Take ownership of upgraded stage machinery, ensuring relevant in-house teams have sufficient documentation and training to carry out preventative maintenance
- Create diagnostic tools for in-house teams to troubleshoot and rectify issues
- Advise technical and production managers on production automation enquiries
- Manage stage machinery network infrastructure working closely with the IT department and oversee system wide software and firmware updates
- Assist Stage Machinery PM in renewal project delivery
- Work closely with project contractors during installation
- Assist in managing day to day upgrade works in performance spaces without disruption to stage operations
- Report project risks and progress to the Project Manager
- Write and follow risk assessments and method statements for specific project tasks
- Write protocol for daily handovers to ensure smooth transition between Project and operational teams

JOB DESCRIPTION

PERSON SPECIFICATION

Essential knowledge, skills and experience

- Proven stage machinery installation, operation and support experience within the entertainment industry.
- Experience in commissioning motion control systems.
- Ability to follow electrical schematics and diagrams.
- Understanding of hydraulic systems.
- Excellent troubleshooting skills.
- Ability to manage a team of external contractors.
- Open and confident communicator.

Desirable skills/qualifications

- Experience with Tait's Navigator software
- A degree in Engineering or a similar technical discipline
- Commissioning of industrial motion control systems using Siemens and Beckhoff
- Project management qualification: Prince2 or APM
- A good understanding of a busy repertory house schedule.
- CCNA
- Rigging experience
- Working at height
- IPAF
- IOSH

WORKING WITH US – WHAT TO EXPECT

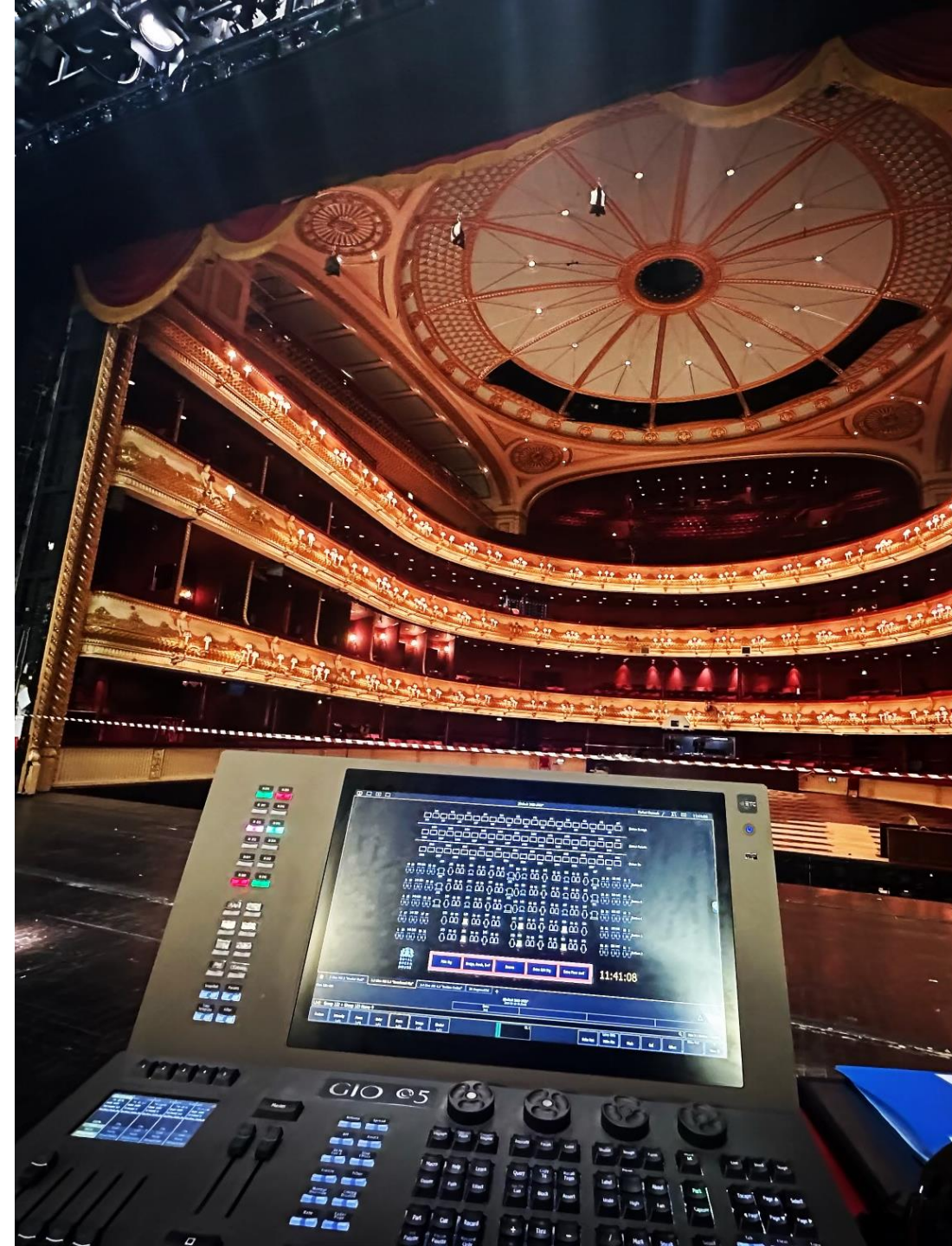
“The Royal Opera House has been an exceptional place to work and thoroughly supported everyone all levels during very difficult times”

“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.”

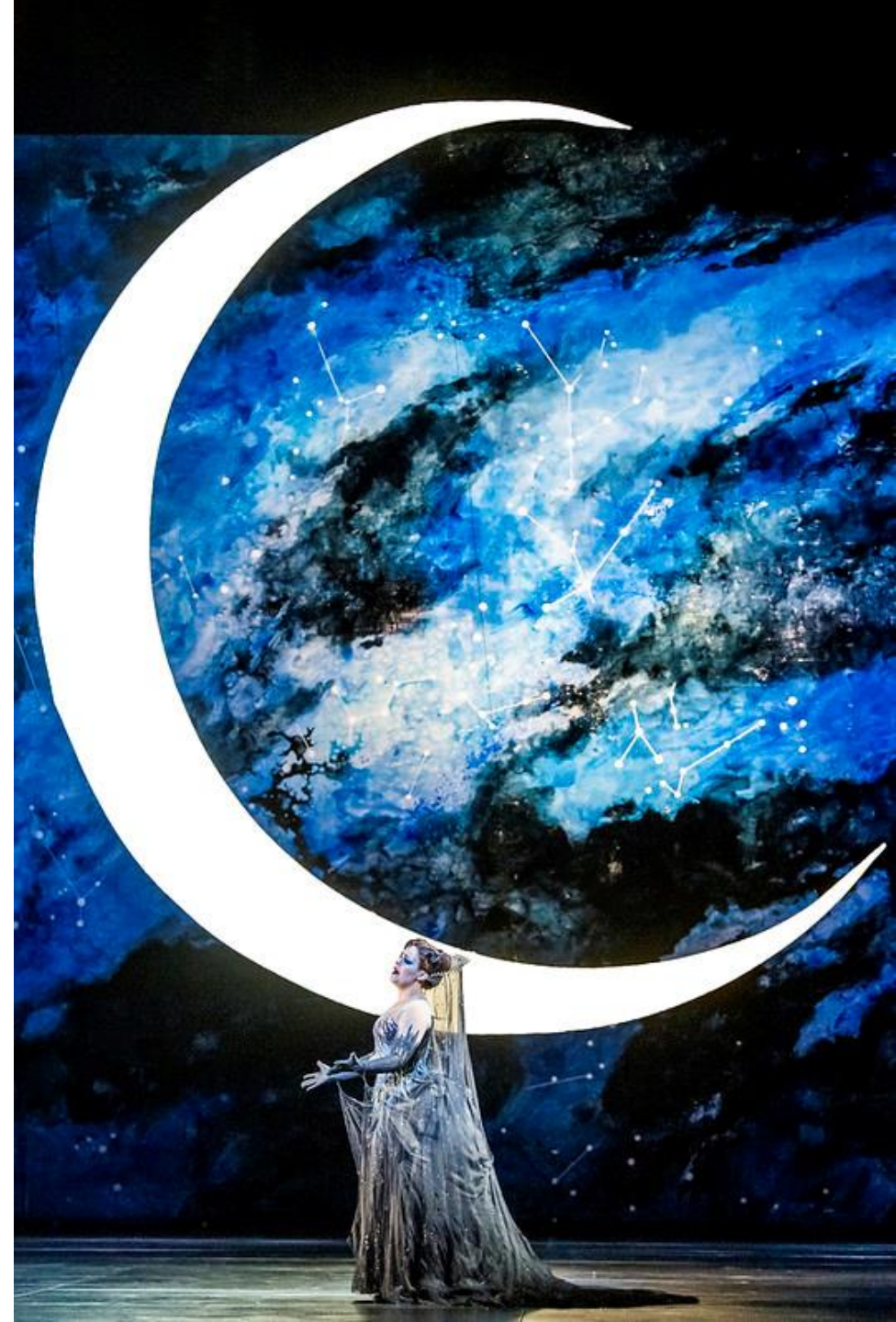
Starting a new job can be daunting. At the Royal Opera House, we want to make that transition as smooth and easy for you as possible. We'll provide you with all the information you need prior to starting at the and will be on hand to answer any questions you may have about the role.

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.



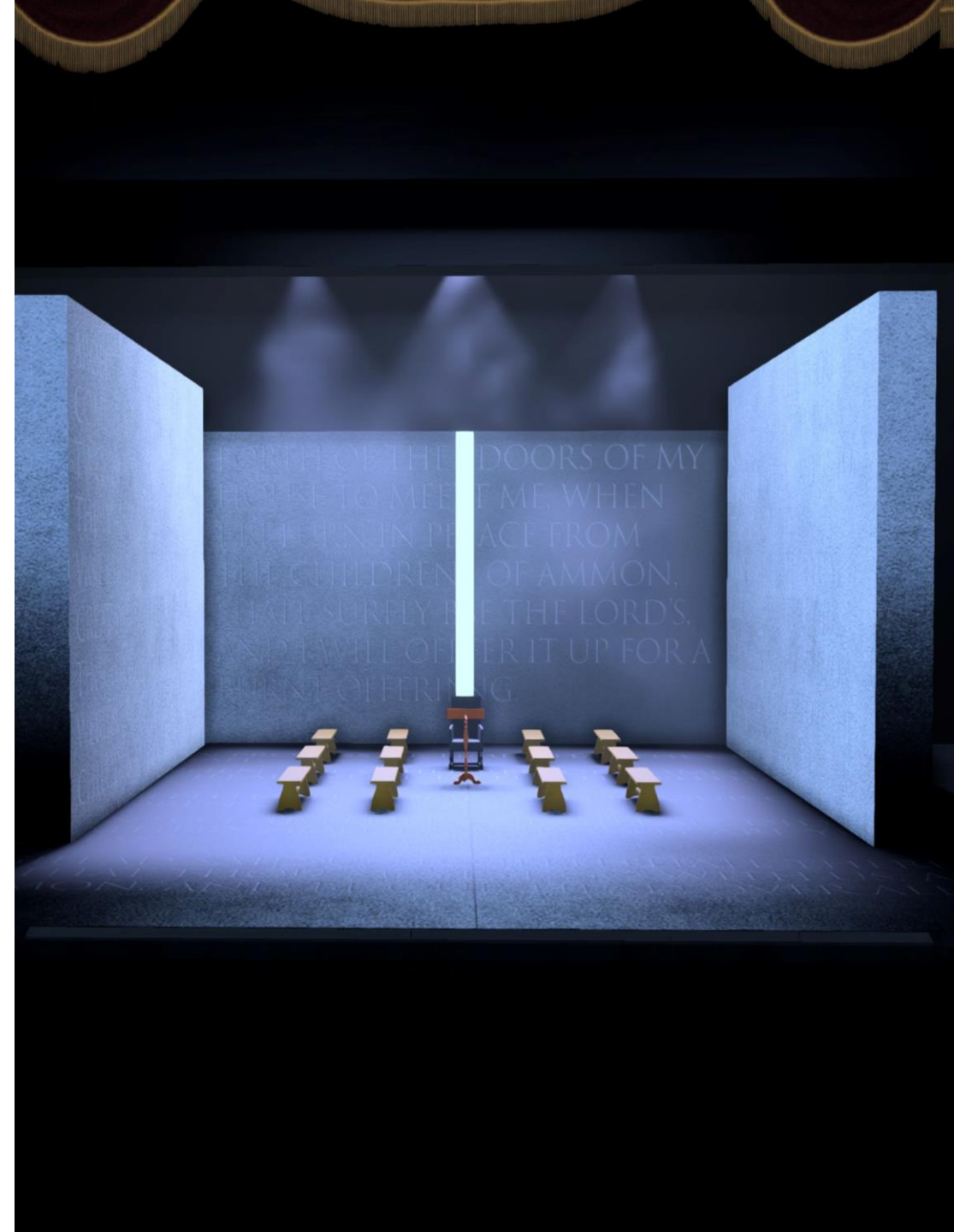
WORKING WITH US – BENEFITS

- 33 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. They will be happy to help.



CLOSING DATE AND INTERVIEWS

Closing date for applications: **8am, Monday 12th August 2024**

Interviews will be held **w/c 19th August 2024.**

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!

