



JOB DESCRIPTION

Title:	Assistant Production Manager Trainee
Reports to:	Apprenticeships Manager & Senior Production Manager
Terms:	2-year fixed-term contract (full time 42.5 hours per week average)
Salary:	£35,890 per annum (increasing in line with skills matrix assessment in Yr 2)
Based in:	Covent Garden, London

Overall Purpose of the Job:

This Traineeship offers a unique opportunity to learn, develop and apply the skills of production management at one of the world's leading opera and ballet companies whilst qualifying through Level 7 Apprenticeship.

As part of the Royal Ballet and Opera's Production Management team, you will support Production Managers in the planning and delivery of productions and events while studying for a Higher Apprenticeship qualification with Chichester College.

This is a professional development role designed for someone with experience or training in technical theatre, stage management, or live events who is ready to take the next step into production management.

The role is a full-time position, and you cannot enroll in another course or get another job for the duration of the apprenticeship.

This apprenticeship is NOT suitable for those who wish to pursue a career in theatre design of any kind. The Royal Ballet and Opera do not offer design-based apprenticeships.

Key Responsibilities:

- Assist Production Managers with the planning and delivery of new productions and revivals, from inception to staging, across ballet, opera and events.
- Support the coordination of design, technical and artistic requirements, ensuring timely communication with relevant stakeholders.
- Work collaboratively with creative teams, RBO workshops and technical teams, and external contractors, to deliver projects to the highest artistic standards.
- Assist with the preparation of costings, production budgets and financial forecasting.
- Create and maintain accurate production documentation—including scenery specifications, production schedules, and technical drawings, centralising information in the Production Handbook.

- Support health and safety compliance, including CDM (Construction Design and Management) requirements, assisting with the preparation of risk assessments, method statements, licencing reports and other documentation.
- Contribute to sustainability reporting and the ongoing development of Theatre Greenbook principles.
- Assess the condition of production assets for revivals, co-productions and hires at RBO Stores (Aberdare) or elsewhere.
- Visit the RBO workshops (Thurrock) or external contractors for meetings and to view elements under construction.
- Attend build/fit-ups, technical rehearsals, dress rehearsal and first performance, supporting the production manager as required, and ensuring that all technical notes are actioned.
- Take on responsibility for one nominated project (under supervision) in order to complete the requirements of the apprenticeship program.
- The apprentice will study for a [Level 7 Creative Industries Production Manager](#) Apprenticeship Standard with Chichester College as the provider college.
- Attend regular online seminars with Chichester College.
- Complete coursework as set out by the college and submit these in a timely manner.
- Collect evidence of your work in the form of photographs, videos, notes, paperwork and plans to form a professional portfolio for submission at the end point assessment.
- Submit learning logs and diaries to the Apprenticeships Team for funding purposes as required as well as take part in apprenticeship advocacy events.
- Attend regular meetings with line managers and the Apprenticeships Team to review progress for funding reports.
- Successfully complete the apprenticeship end point assessment.

This list of responsibilities is not exhaustive, and the employee will be required to perform duties outside of this as operationally required and at the discretion of the Senior Production Manager.

Essential Criteria:

- A demonstrable experience of professional work, or Higher Education training, in theatre or live events in a technical or stage management role.
- Demonstrable practical knowledge of the responsibilities of a theatre production manager.
- Good literacy and numeracy skills - equivalent to GCSE grade C or above in English and Maths.
- Computer literate, fluent in the use of Excel, Word, and Outlook applications.
- Applicants should be available to start January 2026.
- You **must** have work authorisation for the UK, sponsorship for this role will not be considered.
- Applicants **must** have also been ordinarily resident in the United Kingdom for at least the past three consecutive years prior to the start of the programme. This is a mandatory requirement in line with apprenticeship funding regulations.

Desirable Criteria:

- Familiarity with CAD drafting software (e.g. AutoCAD, Vectorworks, or other 2D/3D modelling tools).
- Knowledge of health & safety practices relevant to theatre or live events.

Person Specification

- Passion for theatre, opera, ballet, or live performance.
- Appreciation of creative and design concepts and how they are realised in performance.
- Strong organisational skills with the ability to prioritise tasks and work independently.
- Clear and confident communicator, both written and verbal.
- Collaborative and personable, able to build and sustain positive working relationships.
- Excellent attention to detail and commitment to high standards.
- Calm and resilient under pressure, with the ability to multitask and meet tight deadlines.
- Eager to learn, take direction, and develop new skills.
- Flexible and adaptable, with a willingness to travel and work varied hours in line with production needs.

