

Breakthrough 2026 Job Description

Brighton People's Theatre - Production Assistant - Brighton

Employer name	Brighton People's Theatre		
Employer Website	https://brightonpeoplestheatre.org/		
Employer main contact	Naomi Alexander		
Employer email	naomi@brightonpeoplestheatre.org		
Start Date	28 th September 2026	Hours Per Week	25
Working week	Monday to Thursday Monday and Wednesday hours: 10am-4:45pm Tuesday and Thursday hours: 2:00pm-8:45pm including 30 minute unpaid break	Hourly Wage	£12.71

Job Title	Production Assistant
Company Overview	
<p>Who we are: Brighton People's Theatre (BPT) was founded by Naomi Alexander in 2015 out of a desire to create theatre in a way that feels meaningful to people — by involving them in co-creating it.</p> <p>BPT is open to anyone with a BN postcode who is 18-25 and does not earn their living as a professional artist. Everyone is welcome.</p>	

We prioritise our resources to ensure that people with the lowest socio-economic status can get involved. We believe this is the fairest way of doing things.

We bring people together through theatre, to be part of something bigger than themselves. And through that shared creative experience, we co-create the conditions where people who have never felt that cultural life was for them begin to feel that they belong to it.

Job Description

The Production Assistant will play a central role in the day-to-day running of Brighton People's Theatre across all of the company's work. This is a hands-on production and administration role that will give the post-holder a genuine understanding of how a theatre company organises and delivers its varied programme.

The post-holder will be line managed by Associate Director and work closely with the Access and Support Manager, Producer, Freelance Artists, Freelance Production team and Artistic Director. This role offers an exceptional entry point into producing and production management within a community-rooted arts organisation at a moment of real ambition and growth.

This role will include assisting with:

Admin and Coordination

- Schedule and maintain calendar for programmed activities
- Source and book rehearsal venues
- Coordinate practical arrangements for Storytelling Sessions including venue logistics and partner liaison
- Maintain accurate records to keep the rehearsal process running smoothly

Community Engagement and Casting

- Supporting outreach and open casting sessions for The Museum of Life* (our 2027 production)
- Managing regular communications with participants and auditionees
- Circulate production information to cast and creatives

- Help coordinate access requirements in liaison with the Access and Support Manager

Events and Festival Production

- Provide production and logistical support across Get Together events and community showings
- Support volunteers with the sourcing and management of props and costumes
- Support the Stage Manager with all elements of the development and rehearsal of the Festival show
- Work closely 'on the ground' with the Producer, Associate Director, Freelance Artists, Production team and Artistic Director to deliver the full presentation of The Museum of Life at Brighton Festival 2027*

Joint Team Responsibilities

- To embody the BPT Way of Being
- To abide by staff policies
- Actively contribute to the co-creation of and learning of the organisation, sharing ideas and developing collaborative ways of working
- Representing the Company at public events, receptions, etc, where necessary

The role will be based primarily at our central Brighton office at The Old Courthouse, Church Street, Brighton. There will also be a requirement to work from our other delivery sites including Friends Meeting House on Ship Street, ACCA at Sussex University and Moulsecoomb Place on Lewes Road and other venues as required.

*The Museum of Life Production is subject to funding. There will be other productions to be involved with if funding is not secured.

Skills and development

Candidates should be working towards:

Able to work both independently and in a team, and interact with a diverse range of people.

Good standard of spoken and written communication skills, including via email, telephone and in person.

Confident using, or learning to use, IT equipment and software including Gmail, Google Drive, spreadsheets, word processing documents, Slack.

Experience planning and organising multiple schedules and tasks to be completed to deadlines.

Personal Qualities

Commitment to social justice principles and a commitment to do their best to embody our [Way of Being](#).

Enthusiastic about theatre and community-rooted arts.

Reliable, punctual and proactive.

Keen to contribute ideas and opinions.

Future Prospects

The Production Assistant will gain direct experience in capabilities valued across the creative industries and beyond.

We will support you to attend relevant external events and networks during the placement, including Brighton Festival industry opportunities, enabling you to begin building your own professional connections. Where possible, we will make introductions on your behalf.

We will offer a supported exit process including a reflective conversation about achievements, help preparing or updating a CV, and an honest reference that speaks to the specific skills you have demonstrated with us.

Interview Date(s):

Week commencing 31st August