



JOB ADVERT – Production Coordinator

Hours

Permanent, full-time position
Monday – Friday, 0930-1800
40 hours per week

Salary

£22,000 - £26,000 per annum depending on experience

Applications

Deadline 2nd December. Please send a cover letter no more than one page long. The cover letter should outline why you are suited to this role, what attracts you to the position, any relevant information that supports your application and include an up to date CV.

Please send to faneonline@fane.co.uk with your name and the role you are applying for as the subject.

Who We Are

Fane is a dynamic and market-leading live and online production company, working with inspiring voices from the world of literature, podcasts, screen and stage.

More info www.fane.co.uk

Role

This integral role is essential to the day-to-day running of the business and all events that Fane produce. You will assist the Company Directors, Producers, and Production Managers to deliver the highest possible quality productions and services to our key stakeholders. You will do this through event coordination and by providing practical and administrative support, maintaining administrative systems, and ensuring the office runs seamlessly.

The role is full time, and you will need to work from our offices based in London. Our standard working hours are Monday – Friday 09:30-18:00. You will be required to work evenings and weekends in line with the demand of Fane events.

The role reports to Director, Jess Hughes

Responsibilities

Event Coordination

- Co-ordinating various aspects of logistics across events and touring productions. Including but not limited to:
 - Assisting with tour announcements and on sales
 - Accurately briefing in artwork to our designers
 - Liaising closely between venue staff and our Production Manger assisting in the smooth and efficient advancing of events
 - Working closely with our Books department and liaising between various stakeholders such as booksellers, venues, publishers, and production managers to facilitate book distribution, sales and signings at relevant events
 - Maintaining guest list requests & comp allocations

- You will attend events regularly to represent Fane and assist tour managers on site as required, both in London and regionally. This will include ensuring the smooth running of shows both back and front of house, and where required, helping with the book signings.
- Fostering and maintaining excellent relationships with clients, venues, and key stakeholders
- Updating Producers with any issues regarding tours e.g. late payments, merchandise, scheduling etc. in a timely, efficient and problem-solving manner
- Building an in-depth and up-to-date knowledge of clients and cultural trends, including wider reading, listening to podcasts etc is essential
- Working with our Marketing Manager and assisting them with their duties, such as arranging print distribution to venues when required

Event Administration

- Maintaining company website:
 - Creating event pages
 - Ensuring event page copy, images and URL links are regularly maintained and updated
 - Liaising with our website designer on ongoing website maintenance

- Keeping up to date with agency fees, creating associated invoices
- Accurately and efficiently processing and booking incoming invoices
- Reviewing contracts following Producer negotiations, ensuring that all terms are in line with those agreed with the venue/client/company
- Ensuring contracts are accurately administered, recorded, and can be quickly accessed
- Maintaining office administration systems including digital filing
- Updating the Show Calendar
- Completing the company credit card expense forms
- Organising flowers, cards and tickets as necessary

The Candidate

We are looking for an enthusiastic, driven, and efficient individual with a proven track record in a related field, such as producing or promoting live events, working with a venue or festival, or alternatively from a publishing or talent agency background

You will be part of a creative, friendly, motivated, and supportive team. We have a culture that rewards staff highly and offers quick career progression for those who seek it.

Required Experience / Skills

Essential

- Excellent administrative and organisational skills
- Excellent time management skills – you need to be able to cope with a substantial workload and multi-task
- Ability to work under pressure and with interruptions
- Experience of working in a busy office environment
- High standards of literacy and numeracy
- Working knowledge of Microsoft systems (Outlook, Word, Excel)
- Excellent written and verbal communication skills
- A strong attention to detail
- Team player with a positive attitude
- Dynamic with a hands-on, can-do attitude
- Willingness to learn and adapt to all kinds of situations
- A high level of professional integrity
- Honest, reliable, and hard-working

Desirable

- Understanding of the publishing and/or bookselling industry
- It would be useful but not essential, if you have previous work experience within the creative industry, e.g. a publishing house or talent agency, within a venue or festival or as a production assistant

A Culture of Equality and Creativity

At Fane we strive to create a working environment that promotes and values diversity; where everyone feels empowered to bring their full, authentic selves to work in a creative and safe space. We are committed to equal opportunities and to building a more inclusive team that reflects the communities we serve.

There is more work to be done and we endeavour to continuously make progress, hold ourselves accountable and grow, both as a business and as individuals.

More About Fane

Fane specialises in producing and curating spoken word events, bringing the most exciting names in culture and entertainment to audiences around the world.

The company was founded in 2017 to provide a high-quality platform where established and emerging talent can promote their work. It has since established itself as the partner of choice for a range of publishers and individual authors and podcasters.

Fane prides itself on creating unique events that tap into the conversations of the moment. From intimate virtual Q&As to UK-wide theatre tours and large-scale launches, Fane's line-up offers something for everyone. In 2020, following four years of sold-out live events for talent including Margaret Atwood, Malala Yousafzai, Grayson Perry, The Receipts Podcast and Dame Judi Dench, Fane launched an online arm that has revolutionised the way virtual book events are delivered. It has since established a 60,000-strong newsletter mailing list, a global network of bookers, and a far more diverse programme than previously possible. All future live events will be offered as a hybrid

model to ensure the programme is as accessible as possible to audiences. The current line-up can be found [here](#)