

PRODUCTION COORDINATOR

JOB SUMMARY

Rose Theatre is the largest producing theatre in South West London and has established itself since its 2008 opening as one of the most exciting theatres in the UK.

Our vision is to be a world-class producing theatre for our part of London and beyond, which is famous for drama, fully engaged with the local community, and financially sustainable.

We are an equal opportunities employer, and we strongly encourage applicants who are from groups underrepresented in the theatre industry and with protected characteristics as defined by the Equality Act 2010. We value having a diverse pool of applicants to enable us to find the best candidates.

Reporting to: Producer

Working closely with: Artistic Director, Head of Production, Finance Team, Chief Executive

Salary: £24,000 to 26,000 per annum dependent on experience

Hours: 40 hours per week, overtime is not paid. Standard office hours are Monday-Friday, 10am - 6pm. Additional hours, including evenings and weekends, will be required to fulfil the requirements of the post.

Holiday: 28 days per annum plus Bank Holidays (pro rata)

Notice period: Two months after a probation period of three months. One week during probation period.

Benefits: Complimentary show tickets (subject to availability)
25% off food and drink at the Rose Café and Bar
NOW Pension Scheme
Ride to Work Scheme
Season Ticket Loan

Key objectives: To assist in the producing and general management of Rose Original productions and co-productions
To support the Producer in the coordination of visiting productions and comedy, music, and entertainment offerings
To provide administrative support and assistance to the Producer and Artistic Director
To coordinate Press Nights, meet and greets, and other events

To apply, please email your completed Application Form to david.sloan@rosetheatre.org with the subject line **Production Coordinator Application** by 10am on Monday, 25th October 2021. Please also complete an Equal Opportunities Monitoring form and email it separately to HR@rosetheatre.org

JOB DESCRIPTION

Producing

- Support the Producer and the Artistic Director in the producing and general management of Rose productions, co-productions.
- Support the Producer with the administration of the programme of visiting work.
- Carry out availability checks on creative and production staff
- Support the Producer in the contracting of teams for productions, including by drafting and issuing contracts for performers, stage management teams and production staff, and working with the Producer to draft contracts for creatives
- Support the Producer and Head of Production in ensuring the wellbeing of all creatives, performers, stage management and production staff
- Assist with casting including availability checks and liaising with agents, booking rooms, and preparing scripts
- Maintain all hard and soft files relating to artists and productions including contracts, contract tallies, contact sheets and schedules
- Administer invoices for the producing department and accurately maintain running budgets for Rose productions.
- Check time sheets and sign off weekly payroll for actors and stage management teams, in coordination with the Finance Department and Company Managers
- Book rehearsal rooms, travel and accommodation
- Create and distribute production scripts and welcome packs
- Work closely with the Director of Learning & Participation, Children's Administrators, and Chaperones to ensure the seamless coordination between the L&P and Producing Departments, the wellbeing and safeguarding of all young company members in Rose productions including ensuring child licensing and DBS checks are carried out in a timely manner
- Organise and attend company events including meet and greets, read-throughs, rehearsals and Press Nights
- Lead on the delivery of projects as requested by the Producer and Artistic Director and under their guidance, including but not limited to any occasional Studio productions, new writing festivals, and other special projects
- Maintain up to date knowledge of current theatrical trends, artists, writers, directors, designers and actors
- Take an active role in programming and development discussions as and when required, including reading plays, old and new, and other materials for potential adaptation and be ready to discuss potential production titles

Programming

- Drafting and issuing contracts for visiting productions
- Support the Producer in programming suitable comedians, music acts, literary events, and other touring entertainment acts to bring their work to the Rose
- Lead on the programming and delivery of Let Me in, an annual festival which features work by and for those with various access requirements.
- Aid the Development Department and Producer in researching and programming any fundraising events
- Create production welcome letters

Press Nights

- To coordinate Press Nights. including creating guest list, sending invitations, and administering RSVPs and the seating plan
- To organise first night gifts and cards
- To act as host throughout the night

General Support

- To provide general administrative assistance to Producer and Artistic Director
- To act as the first point of contact for all internal and external enquiries to the Producing office
- To maintain excellent communication between the Producing Office and other departments
- To schedule meetings within and for the Producing Department, and organise internal events as requested
- To proof material for the Marketing and Development departments
- To abide by, support, implement and help develop the Diversity Policy, Equal Opportunities Policy, and all other company policies of Kingston Theatre Trust
- To take meeting minutes upon request, including all fortnightly Planning Meetings
- To conduct research upon request
- To maintain an efficient, tidy and organised environment in the producing and administration office, ensuring equipment is maintained and working
- To be responsible for placing stationery orders for the Producing Office, ensuring that adequate supplies of stationery and office sundries are maintained
- Any other duties as may be reasonably be required by the Producer, Artistic Director and Chief Executive

PERSON SPECIFICATION

- Ideally at least two years' experience of working in a producing or general management office in either the commercial or not for profit performing arts sector, with experience of contracting personnel
- Hardworking, flexible, committed, self-motivated, and personable
- Excellent organisational skills and ability to prioritise, multi-task, plan ahead, and use your own initiative
- Excellent written, verbal, and communication skills
- Able to work under pressure to deadlines and within tight budgets
- Strong numeracy skills and financial administration
- Strong IT skills with experience in MS Word, Excel, and Outlook
- Ability to pay meticulous attention to detail and maintain accuracy
- An ability to work sensitively and with subtlety
- Experience of collaborating with creative people
- Ability to work well as part of a small team
- Passionate about theatre – writers, directors, actors, and designers