

RECRUITMENT PACK FOR PRODUCTION ASSISTANT

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1. About us

Sonia Friedman Productions (SFP) is a West End and Broadway production company responsible for some of the most successful theatre productions in London and New York.

Since 1990, SFP has developed, initiated and produced over 160 new productions and together they have won a staggering 58 Olivier Awards including a record-breaking 14 at the 2014 Awards. The company has also won 30 Tonys and 2 BAFTAs.

In 2017, Sonia Friedman OBE was awarded 'Producer of the Year' at the Stage Awards for the third year in a row as well as taking the number one spot in 'The Stage 100', becoming the first number one in the history of the compilation not to own or operate West End theatres and the first solo woman for almost 20 years. In 2018, Friedman was awarded the Equity Services to Theatre Award at the 18th Annual WhatsOnStage Awards, and was featured in TIME100, Time Magazine's 100 Most Influential People of 2018.

2. Corporate Social Responsibility: our priorities

- Next Generations: introducing tomorrow's audiences to the pleasures of live entertainment, recruiting and nurturing the next generation of industry talent.
- Inclusion: improving and promoting diversity, inclusion and well-being in the workplace.
- Sustainability: helping reduce our impact on the environment by making our business more sustainable.

We recognise that we do not have all the answers but we strive to listen, to learn and to change in order to ensure SFP becomes a truly inclusive organisation. We therefore welcome and encourage applications from individuals from the widest possible range of backgrounds and particularly welcome applications from those currently underrepresented in our workforce.

3. Everyone's responsibility

Everyone at SFP is expected to play their part in achieving our goals and upholding our core values, by:

- Committing to creating and upholding a positive, inclusive culture that nurtures potential and supports well-being.
- Playing our part in reducing our environmental impact and finding more sustainable ways of working.
- Encouraging the next generation in live entertainment by contributing to our outreach and training programmes, including mentoring students and trainees.

Please see a job description of the role below. We welcome transferable skills from other industries or backgrounds.

4. Application Process

A link to the application form can be found on the jobs page of our website:

<https://www.soniafriedman.com/about/job-opportunities>

Please let us know if you would like further information, support with access requirements or an informal chat about the role. You can contact us on queries@soniafriedman.com

CLOSING DATE FOR APPLICATIONS: Wednesday 22 September, 2021 at 6.00pm

- First round interviews will take place on Wednesday, 29 September 2021 and Thursday, 30 September 2021 and will be on Zoom. You will be informed of the interview panel prior to your interview.
- There will be a second interview stage for some candidates, on Tuesday, 5 October 2021. This stage will ideally take place in person and we can discuss access requirements beforehand. You will be informed of the interview panel prior to your interview.

We will respond to all candidates within three weeks of the application deadline, regardless of whether they have been selected for interview or not.

5. Job Description

Position: PRODUCTION ASSISTANT

Reporting to: General Manager or Associate/Assistant Producer

Job Purpose: To provide administrative support to the Production Department at SFP

Production

- Assist with any travel and accommodation requirements for productions, including immigration and Visa information.
- Assist with the co-ordination of entertaining and hospitality for first day of rehearsals, first previews, opening nights, wrap parties and other production events.
- Research and book rehearsal spaces.
- Assist with COVID safety measures, if necessary and as required.
- Attend production and marketing meetings.
- General assistance as required to the Production and General Management departments at SFP.

Financial

- Order production petty cash floats and reconcile production petty cash returns.
- Reconcile SFP management credit card statements accurately and promptly.
- Generate cheque and BACs requests and order per diems, as required.
- Liaise with production managers, company managers, production staff and colleagues and ensure that invoices are accurate and allocated to the correct account codes.
- Liaise with the accounts department to help ensure prompt payments to freelance staff and suppliers. Ensure that SFP responds to payment queries from freelance staff, suppliers, agents and company members.
- Create and analyse royalty and salary illustrations, as required.

- In conjunction with line managers, recharge SFP expenses to shows which SFP does not general manage.
- In a timely matter, receive, check and forward to the accounts department payrolls sent by company managers on a weekly basis, as required.
- Liaise with company managers on a regular basis to ensure the efficient and accurate financial administration of productions.
- Liaise with production managers, company managers, production staff and colleagues to ensure vendor accounts are set-up correctly and good relationships with suppliers are maintained.
- Prepare royalty statements and raise self-billing invoices for author and creative team members, as required.

Contracts

- Draft and issue agreements for company members, production staff, creative and others, as required. Ensure that colleagues are informed of relevant clauses within the agreements.
- Draft and issue union contracts, as required.
- Check and agree contracts for SFP's productions.
- Keep paper and electronic filing up to date.

Investment

- Ensure that investor records are regularly updated.
- Assist with the drafting of investment documents. Ensure documents are proofed and that accurate financial information is included.
- Draft investment agreements.

Programmes & Marketing Materials

- Assist with preparing programmes for SFP's productions, ensuring that all contractual obligations are fulfilled, that all material is approved and fully proofed, including all spelling and punctuation. Ensure programmes are reprinted as required and subsequent proofs delivered on time.
- Assist with preparation of press packs for each show and share as necessary.

Administration

- Be a first point of contact for enquiries to the production and provide general management departments, whether by telephone, email or in person, ensuring that all queries are passed on to the correct person or dealt with as appropriate in a timely manner.
- Prepare paperwork for meetings and minute meetings, as required, ensuring that minutes are both accurate and distributed promptly.
- General administrative and research assistance as necessary.
- Ensure paper and electronic files are kept up-to-date.

General

- Develop and maintain office systems for the smooth and efficient running of the SFP office.
- Work as part of a team, covering other team members during illness and holiday.
- Work with the Office Administrator and other Production Assistants to ensure the smooth running of the office.
- Be present at SFP's performances, events and meetings as required (which may include some evening and weekend work).
- Complete such other duties as may be reasonably required.

- As this role will involve access to confidential and commercially sensitive information, it is essential that all such information is kept confidential.

6. Employment Terms

- Hours: Usually 10am–7pm Monday–Friday (1 hour lunch break). Due to the nature of this role some evening and weekend work will be required and you may be asked to work additional hours from time to time.
- This role may require travelling and overnight stays for work, where expenses would be paid.
- Contract: Full time, fixed term for 12 months from October 2021.
- Salary: £23,000-£25,000 per annum, dependent on experience.