

**PRODUCTION INTERN**  
**Playful Entertainment Ltd**  
Job Description

**Overview**

The Production Intern supports the day to day work of the Playful Productions office, its staff and Directors.

**Reports to**

The Directors

Line Manager: Annie Pritchard-Gordon (Executive Co-ordinator)

**Main Duties**

- To support the work of the Playful Productions office, its staff and Directors
- Provide a welcome to all visitors
- Answer the office telephone
- Distribute office mail and frank outgoing post
- Minute the weekly Playful Production meeting and distribute
- Book cars, FedEx and couriers as required
- Distribute scripts
- Order flowers and general supplies for the office and shows as required
- File and distribute daily and weekend press cuttings
- Co-ordinate Thursday Playful lunches
- Monitor office supplies and order as necessary
- With the Production Office Assistant, trouble-shoot equipment such as printers and photocopier
- Log cvs received and, if necessary, reply
- Manage aboutus@playfuluk.com and joinus@playfuluk.com
- Monitor kitchen supplies and cleanliness
- General photocopying and printing as required
- Assist at external events such as Press Nights
- Set up the meeting room and arrange tea/coffee as necessary
- Co-ordinate collections and birthday presents for the office
- Arrange internal and external greeting cards, first night cards etc
- Other office and production-related tasks as required

**Covering and Deputising**

Provide holiday and out of office cover for the Production Office Assistant

**Annual Holiday**

4 weeks per year pro rata

**Working Hours**

Normally 10am to 6pm Monday to Friday with an hour for lunch but out of hours work will be expected as necessary

**Contract**

Fixed term for six months

**Salary:**

£12,844 per annum, pro rata to the length of the contract

This job description may be amended from time to time in line with the demands of Playful Productions' varied production portfolio

**Person Specification**

Essential Attributes

- Time management skills and the ability to work on a varied workload and to juggle competing priorities
- Excellent written, verbal communication and numeracy skills
- Tact, diplomacy and discretion
- Eye for detail and accuracy
- A flexible approach to working hours
- A sense of humour
- A willingness to work as part of a team and cover other roles as necessary
- Skills in Microsoft Word, Outlook and Excel spreadsheets and use of the internet
- A proven interest in, and commitment to, theatre

Desirable Attributes

- Education to degree level or currently in degree-level education
- Experience of working in an office environment
- Interest in large scale West End musicals