

PRODUCTION CO-ORDINATOR

Playful GM Ltd

Job Description

About Playful Productions

Formed in 2010 by Company Directors Matthew Byam Shaw, Nia Janis and Nick Salmon, Playful Productions is one of the largest independent theatre production companies in the West End, currently managing world-renowned shows such as *Wicked*, *Come From Away* and *Moulin Rouge! The Musical*. We are one of the West End's biggest employers and we lead the commercial sector in excellence, innovation and ambition. We work at scale and are committed to presenting high-quality shows to audiences across the UK and beyond.

Over 10 years we have produced and managed over 50 productions, employed over 5,000 freelance artists and performed to live audiences of 25 million. We have worked with some of the best British onstage and offstage talent in pursuit of quality and excellence. Our productions have won 30 Oliviers, 10 Tony Awards and 8 Evening Standard Awards. Our Leadership Team contributes to the sustainability and future of British theatre by sitting on the boards and committees of the Society of London Theatre, UK Theatre, and the Stage One Council.

We believe in partnership and collaborative working and over the last 5 years we have co-produced with various subsidised venues including Birmingham Rep, the Old Vic, Donmar Warehouse, Sheffield Theatres, the RSC, Bristol Old Vic and Northampton's Royal and Derngate to name only a few.

Recent productions include adaptations of Hilary Mantel's *Wolf Hall* and *Bring Up the Bodies*, *The Audience* with Helen Mirren, *No Man's Land* with Ian McKellen and Patrick Stewart, *The Goat* with Damian Lewis and Sophie Okonedo, and touring musicals such as *Shrek! The Musical* and *Kinky Boots*. Current Productions include *Get Up, Stand Up! The Bob Marley Musical* and *The Mirror and the Light*. We also provide general management and production accountancy services to other commercial producers.

We are currently working remotely but expect to return to office-based working in due course.

www.playfuluk.com

The Role

The Production Co-ordinator co-ordinates all the day-to-day management of specific productions and is a principal point of liaison for producers, co-producers and external colleagues. The Production Co-ordinator ensures that information and decisions are communicated swiftly and supports the work of the Directors of Playful GM Ltd with efficient administrative back-up.

Reports to

Line Manager: General Manager

On Specified Productions

- Assist in drafting production budgets with the General Managers, Directors and the Production Accountant. Implement the running and expenditure of the budget and reconcile the expenditure throughout the run
- Work with the General Managers and Directors on casting where necessary, and work with casting directors to co-ordinate the casting process
- Co-ordinate the recruitment process and interviews and negotiate deals for production staff
- Negotiate deals for creative teams, cast and stage management in line with budget and union agreements both independently and in collaboration with the Directors
- Ensure that Playful GM Ltd fulfils its obligations as an employer, staying abreast of changes in union agreements and employment law
- Maintain a record of deals done and ensure that all contracts are issued and accurately reflect these deals
- Ensure that all decisions made for productions are carried out in a timely manner and communicated to all relevant parties, keeping the Directors updated about any significant developments

- Work closely with the Production Manager of each show on the management of the production
- Work closely with the Company Stage Manager of each show on the management of the production personnel
- Co-ordinate staff training across productions
- Adopt and assist in co-ordinating Playful's and individual productions' Equality, Diversity and Inclusion strategies and stay abreast of EDI considerations
- With the Senior General Manager and Executive Co-ordinator produce investment financial details
- Liaise with and support the production insurance broker to ensure all aspects of the production are suitably insured with support from the Associate General Manager
- Be aware of production insurance policies
- Working within budget, co-ordinate every aspect of press and media nights, including the compilation of the guest list, mailing invitations, seat allocation, distribution of tickets, logistics, press night parties and company gifts
- Co-ordinate all logistics relating to press, marketing and promotional events, liaising with the press and marketing teams, performers, production departments, external venues, media outlets and broadcasters as applicable
- Check and sign off the weekly show payroll
- Oversee invoice coding
- Check theatre contra statements
- Minute meetings as required
- Oversee visas, work permits and appropriate tax exemptions where necessary in connection with international touring productions and foreign personnel involved in UK productions
- Oversee travel, transport, accommodation and per diems
- Represent Playful Productions at weekly marketing meetings
- Compile production programmes with the Production Assistant
- Attend running shows, including cover runs, on a regular basis
- Organise and attend access performances and stay abreast of developments in this area
- Be aware of, implement and adhere to office and production Health and Safety policies and Playful Productions' policies and procedures

Administration

- Ensure the Directors' work is supported
 - Provide relevant support to the Senior Management Team
 - Ensure the office is efficiently run
- Help answer the phones as required and be an ambassador for Playful Productions providing a welcoming atmosphere and hospitality for colleagues and visitors

Development

- Script reading
- Keep abreast of new talent in the industry, productions opening, new writing and general trends in the West End
- Engage with the development process, attending performances, readings and workshops when required and reporting on them
- Build relationships with potential creative teams, casts, stage managers, casting directors etc and keep in touch with their work
- Network and explore potential working partnerships for the future

Covering and Deputising

Provide holiday and out of office cover for other members of the Production Team as required.

Annual Holiday

20 days' holiday during each holiday year, pro-rata to the length of the engagement, in addition to all Bank and Public Holidays.

Working Hours

Normally 10am to 6pm Monday to Friday with an hour for lunch but out of hours work will be expected as necessary. We anticipate that hours will be worked over five full days, but we are open to other possible schedules.

Contract

Initially a fixed-term six-month appointment, subject to two weeks' notice from Playful. Thereafter, the contract will be extendable on a rolling basis.

Subject to an initial three-month probationary period.

The Production Co-ordinator will be required to adhere to Playful and third-party Producers' covid-19 protocols. These may include quarantining under the UK Government's Test to Release programme, mandatory, supervised Covid-19 testing, the requirement to wear a face-mask and the requirement to accept and evidence a Covid-19 vaccination. The company's protocols will incorporate the local COVID-19 protocols of any premises in which you are required to work.

Salary and Notice Period

According to experience.

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

- At least three years' experience of musicals and/or plays in a professional theatre environment in a similar role, ideally in commercial theatre
- Proven ability to deliver work within budgetary constraints
- Excellent time management skills with the ability to work on a very varied and heavy workload and to juggle competing priorities
- Calm and patient approach, resourceful and proactive in dealing with problems and queries
- Excellent organisational skills
- Excellent written and verbal communication and numeracy skills
- Tact, diplomacy and discretion
- An eye for detail and accuracy
- A flexible approach to working hours
- A proven interest in and commitment to theatre
- A willingness to work as part of a team and to cover other roles as necessary
- Advanced skills in Microsoft Word, Outlook and Excel spreadsheets and use of the internet
- A sense of humour
- Be attentive to requirements of the Directors, office and company
- Be dog-friendly

Desirable Attributes

- Experience of large-scale touring
- Experience of theatre marketing and press campaigns
- Experience of co-ordinating large-scale events e.g. press nights
- Experience of casting and recruitment processes
- Experience and knowledge of digital marketing campaigns

We are committed to a workplace culture that embraces equality, diversity and inclusion across all departments.

Please note that all applicants must have the right to work in the UK.