

Playful Entertainment Ltd

Production Intern 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: Associate General Manager

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/gifts and general supplies for the office and shows as required
- File and distribute daily and weekend press cuttings
- Co-ordinator Playful lunches
- Monitor office supplies and order as necessary
- With the Office Co-ordinator and Production Assistants, troubleshoot 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-ordinator 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 Office Co-ordinator and Production Assistants

Annual Holiday

4 weeks per year pro rata

Working Hours

Normally 9:30am to 6pm Monday to Friday with a lunch break of one hour each day but out of hours work will be expected as necessary

Contract

Fixed term for six months

Salary

£20,111 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
- Be dog-friendly as this position involves occasionally walking a dog

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