

**PRODUCTION CO-ORDINATOR**  
**Playful GM Ltd**  
**Job Description**

Playful Productions is one of the largest independent theatre production companies in the West End. Current producing work includes *The Artist* and *Macbeth*, and general management of *Next to Normal*, *Wicked*, *Wicked UK & Ireland Tour*, *Moulin Rouge! The Musical* and *MJ The Musical*. We also have many plays and musicals in development and pre-production. We are one of the West End's largest employers and we are committed to presenting high-quality shows to audiences across the UK and beyond. We are committed to a workplace culture that embraces equality, diversity and inclusion across all departments - <https://playfuluk.com/>

**Overview**

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 with efficient administrative back-up.

**Reports to**

Associate General Manager / General Manager

**On Specific Productions**

- Assist in drafting production budgets with the Directors and the Production Accountant. Implement the running and expenditure of the budget and reconcile the expenditure throughout the run.
- Work with the 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 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 coordinating Playful's and individual productions' Equality, Diversity and Inclusion policies, training and procedures.
- With the Director of Production 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/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 and sign off.
- Check theatre contra statements.
- Minute meetings as required.
- Manage the workload of the Production Assistant 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.
- 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 Managing Director and Director of Production.
- 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.

#### **Person Specification**

##### Essential Attributes

- At least three years' experience in a similar role working on musicals and/or plays in a professional theatre environment, 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.
- Demonstrable commitment to EDI.
- 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.

- A sense of humour.
- Be attentive to requirements of the Directors, office and company.

#### Desirable Attributes

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

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

#### **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, rising to 22 days after 2 years and 25 days after 5 years of service, 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.

#### **Contract**

Fixed-term 12-month appointment. Subject to a four-month probationary period.

#### **Salary**

Circa £30,000 subject to experience.

#### **Application**

To apply please email a cover letter (no longer than 2 sides) and CV to [playfulrecruitment@playfuluk.com](mailto:playfulrecruitment@playfuluk.com) no later than **12 midday on Friday 21<sup>st</sup> June 2024**. Please write 'Production Coordinator' in the title of the email. Interviews will be held **w/c 24<sup>th</sup> June 2024**.

Thank you for reading and we look forward to welcoming your application. If you would like to speak to someone about the role, please email Grace McCaffrey on [grace@playfuluk.com](mailto:grace@playfuluk.com).