



PRODUCTION ASSISTANT

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 - www.playfuluk.com.

Overview

The Production Assistant supports all the day to day management of specific productions and is a point of liaison for producers, co-producers and external colleagues. The Production Assistant 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

Under the supervision of a Production Co-ordinator or an Associate General Manager or General Manager;

- Liaise with producers, co-producers and creative teams as required and ensure that information is swiftly communicated.
- Generate and dispatch individual investment agreements as and when required.
- Support any casting requirements including hiring of space for auditions and actor availability checks.
- Support any personnel and recruitment requirements.
- Generate from template, log, scan and dispatch all contracts and ensure that they are returned, scanned and filed appropriately, liaising with the Production Accountant and the Production Co-ordinator.
- Administer staff training across productions.
- Obtain visas and work permits where necessary in connection with international touring productions and for foreign personnel involved in UK productions.
- Book travel and accommodation for all show personnel as necessary and ensure these are the most economical rates available. Manage the show's travel and accommodation budget.
- Produce and distribute schedules and welcome packs as necessary and meet and greet visiting artists on arrival in the country.
- With the Production Co-ordinator, organise regular production meetings and other meetings and minute such as required.
- Support any press and marketing campaign activity including organising meetings as required
- Administrate house seats.
- With the Production Co-ordinator, co-ordinate every aspect of press nights.
- Assist the Production Co-ordinator in organising other special events and attending as required and organising small-scale events under supervision.
- Raise purchase orders on behalf of the production team and track department spending against budget where necessary.
- Under the supervision of the Production Co-ordinator, manage the processing of invoices
- Gain a detailed awareness of the show budget.
- Assist the Production Co-ordinator in compiling show programs.
- Attend running shows as required.
- Respond to complaints and special requests.
- Stay informed of all relevant current union agreements.

- Stay abreast of show policies and ensure they are consistently implemented.
- Be aware of and assist with the implementation of production insurance policies.
- Be aware, implement and adhere to office and production Health and Safety policies.
- Adopt and coordinate Playful and individual productions' Equality, Diversity and Inclusion strategies.

Administration

- Provide general support for the Directors, Playful Productions staff and production teams as required.
- Ensure the office is efficiently run and the Directors' work is supported.
- Help maintain effective filing systems and other systems for the Playful Productions office.
- Accommodate and action all queries and requests for investors.
- Help answer the phones and be an ambassador for Playful Productions providing a welcoming atmosphere and hospitality for colleagues and visitors.

Development

- Script reading.
- Keep abreast of productions opening, new writing and general trends in the West End.

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 two years' experience in a similar role working on musicals and/or plays in a professional theatre environment, ideally in commercial theatre.
- Excellent time management skills with the ability to work on a very varied and heavy workload and to juggle competing priorities.
- Excellent written, numeracy and verbal communication skills.
- Demonstrable commitment to EDI.
- 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.
- Advanced skills in Microsoft Word, Outlook and Excel spreadsheets and use of the internet.
- A proven interest in and commitment to theatre.

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

Competitive

Application

To apply please email a cover letter (no longer than 2 sides) and CV to playfulrecruitment@playfuluk.com no later than **12 midday on Friday 2nd August 2024**. Please write your name and 'Production Assistant' in the title of the email. Interviews will be held **w/c 5th August 2024**.