



**Production Intern  
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](http://www.playfuluk.com).

**Overview**

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

**Reports to**

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 and accurately record messages
- Distribute office mail and assist with outgoing post
- Minute the weekly Playful Production meeting and distribute
- Book cars and couriers as required
- Print, bind and distribute scripts
- Order flowers/gifts and general supplies for the office and shows as required
- File and distribute daily and weekend press cuttings
- 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](mailto:aboutus@playfuluk.com) and [joinus@playfuluk.com](mailto: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
- Arrange internal and external greeting cards, first night cards etc
- Book rehearsal rooms for upcoming productions
- With the Office Co-ordinator, assist with arranging internal Playful events
- Other office and production-related tasks as required

**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
- 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
- Skills in Microsoft Word, Outlook and Excel spreadsheets and use of the internet
- A proven interest in, and commitment to, theatre

#### Desirable Attributes

- Experience of working in an office environment
- Interest in large scale West End musicals

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 the Office Co-ordinator and Production Teams.

#### **Annual Holiday**

20 days' holiday during each holiday year pro rata, 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 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**

Full time, fixed term for six months.

#### **Salary**

£23,302.50 per annum, pro rata to the length of the contract.

#### **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 26<sup>th</sup> July 2024**. Please write 'Production Intern' in the title of the email. Interviews will be held **w/c 29<sup>th</sup> July 2024**.

Please title you CV 'Full Name CV' and your cover letter 'Full Name Cover Letter'.