

Assistant to the Directors
Playful General Management Ltd
Job Description

Playful Productions

Playful Productions is one of the largest independent theatre production companies in the West End. Current producing and general management work includes *Macbeth*, *Dr Strangelove*, *Wicked London*, *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 passionate about presenting high-quality productions 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 Assistant to the Directors provides high level administrative and personal assistance to the three Directors of Playful Productions; Matthew Byam Shaw, Nia Janis and Nick Salmon. The Assistant to the Directors represents the Directors externally, plays a pivotal role in our relationships with colleagues, co-producers, creative teams and clients, and manages key aspects of the company's internal information flow and day to day running.

Reports to: The Directors

Line Manager: Office Manager

Diary and Stakeholder Management

- Arrange meetings and provide experienced, accurate and proactive diary management for the three Directors to ensure maximum efficiency of their time
- Manage complex work schedules, pro-actively ensuring that all aspects of the Directors' work is supported
- Liaise on behalf of the Directors with colleagues, producers, co-producers and creative teams as required and ensure that information is swiftly communicated
- Respond to invitations and arrange Directors' travel, accommodation, theatre tickets, and restaurant and other bookings as required
- Maintain the Directors' contacts database
- Assist with requests for house seats on non-Playful shows from investors and clients
- Attend and minute Directors' meetings as and when required
- Be the point of contact when the Directors are out of the office and represent the Directors externally as required
- Maintain effective relationships with Playful's press representation
- Administer charity requests
- Respond to general enquiries as required

Inbox and Correspondence Management

- Support communication flow internally and externally
- Manage Directors' inboxes and related correspondence as and when required
- Draft letters and briefing notes as required
- Assist the Directors with drafting and filing appropriate documents as requested plus tracking and following up replies

Directors' Offices Support and Specific Support for the Directors

- Ensure Directors' office spaces are tidy and well-presented and manage office bookings by other members of the Playful team as required
- Proof reading of documents, correspondence and programmes as required
- Assist with programme planning as required
- Management of Directors' social media accounts as required
- Technical support for the Directors as required
- Provide ad hoc personal support
- Maintain the Directors' and company travel log as required by Playful's travel insurance
- Process Directors' expenses claim forms; allocate petty cash and account expenditure to individual shows
- Hold a Playful credit card for use on Director-related expenditure, log all credit card purchases and relevant expenditure, and assist with the reconciliation of credit card bills
- Maintain an up to date production log and staff log
- Provide reasonable out of hours support if required

General

- Provide general support to the General Managers and production teams as and when required
- Attend press nights and provide press night support
- Attend running shows as required
- Order food and refreshments for meetings and office parties as required
- Order flowers and gifts for show colleagues and others as required
- Co-ordinate Playful company events
- Keep abreast of new talent in the industry, productions opening and general trends in the West End and on Broadway
- Build relationships with potential creative teams, casts, stage managers, casting directors etc and keep in touch with their work
- Network and develop relationships to explore potential working partnerships for the future
- Be an ambassador for Playful by providing a welcoming atmosphere and hospitality for colleagues and visitors
- Answer the main office phone, take and forward accurate messages in a timely manner and monitor voicemail systems
- Working with the Office Manager, ensure that there is always cover for the telephones and reception during office hours and across lunchtimes

Person Specification

Essential Attributes

- A detailed orientated self-starter with at least three years' experience in a professional theatre environment in a similar role, ideally in commercial theatre
- Someone who exhibits sound judgment with the ability to prioritise and make decisions
- Energetic and eager to tackle new projects and ideas
- Comfortable interacting with high-level stakeholders
- A team player capable of cultivating productive working relationships across the company
- Resourceful, can-do attitude
- Excellent computer skills, including the Microsoft Office Suite (Outlook, Word, PowerPoint, and Excel) and Adobe Acrobat
- Exceptional writing, editing, verbal communication and proofreading skills
- An eye for detail and accuracy
- Excellent organisation and time-management skills

- High level of discretion and confidentiality
- Ability to adapt to changing priorities and handle unforeseen challenges with a positive attitude
- A flexible approach to working hours
- A willingness to work as part of a team and cover other roles as necessary
- A proven interest in and commitment to theatre
- A sense of humour

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 Production Assistants and Administrative Assistants as required. Deputise where necessary.

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. Additional hours including some evenings and weekends may be needed in order to fulfil the requirements of this role. This is an office based role – 5 days a week.

Contract

This will be a permanent contract, subject to an initial six-month probationary period during which Playful may give two weeks' notice.

Salary

Salary competitive and according to experience.

Application

To apply please email a cover letter (no longer than 2 sides) and CV to jobs@playfuluk.com no later than **5pm on Thursday 7th November 2024**. Please write 'Assistant to the Directors' in the title of the email. Interviews will be held **w/c 11th November 2024**.

Thank you for reading and we look forward to welcoming your application.