

PRODUCTION ASSISTANT Job Description

Playful Productions

Playful Productions is one of the leading independent theatre production companies in the West End. Current and recent producing and general management work includes Inter Alia, Born with Teeth, The Fifth Step Wicked, Moulin Rouge! The Musical and MJ The Musical. We also have many plays and musicals in development and preproduction. We are passionate about 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 the day-to-day management of West End productions, including both Broadway and international transfers, tours, new productions, large-scale productions and workshops. The Production Assistant works closely with the Production Coordinator to deliver the allocated productions on budget and to schedule. They will support and assist the production process from start to finish including schedules, negotiations, recruitment of production staff, processes (including accounts, payroll, royalties, marketing, technical), company welfare, press nights and travel/accommodation. The Production Assistant supports the smooth running of the production and delivers Playful's work to the highest standard. The Production Assistant works on more than one production.

Line Manager - General Manager

On specified Productions;

- Support the coordination of productions from pre-production to closing
- Support new productions in development from a General Management point of view - supporting and assisting on all aspects of the setup of a production
- Assist the coordination of the casting process; booking space, and actor availability checks
- Availability check, book and secure rehearsal spaces as and when required
- Assist and support the recruitment and appointment of production staff, including arranging interviews and preparing contractual terms
- Draft deals for cast, stage management and technical production staff in line with budget and union agreements and maintain a record of deals done
- Draft and log production contracts no later than two weeks prior to an individual's start date as a minimum requirement.
- Update the Head of Contracts with the status of issuing all production contracts
- Support the preparation and dispatch of individual investment agreement
- Support in administering updates and reports to Producers and Executive Producers on the status and progress of a production
- Support in administering updates to the Managing Director and Directors on the status and progress of a production and copying them into correspondence as and when appropriate and requested
- Work closely with the Company Management team of each production on the management of all production staff including the effective handling of employee relations, contractual, performance and conduct matters
- Produce and distribute schedules and welcome packs as necessary and meet and greet visiting artists on arrival in the country.
- Work closely with the Production Manager of each show and assist in the coordination and delivery of the production as and when required

Playful

PRODUCTIONS

- Liaise with producers, co-producers and creative teams as required and ensure that information is swiftly communicated
- Work closely with the Health and Safety Consultant on each show to support the implementation of health and safety policies and procedures on the productions
- Coordinate production insurance as and when required
- Monitor developments in union agreements and ensure that Playful Productions fulfils its obligations as an employer
- Check and proof weekly theatre contra statements
- Monitor the financial performance of each production
- Assist in checking the weekly payroll
- Code and under the supervision of the Production Coordinator, manage the processing of all invoices
- Apply for visas, work permits and appropriate tax exemptions where necessary for foreign personnel involved in UK productions
- Oversee travel, transport, accommodation and per diems
- Coordinate House Seats
- With the Head of People and Culture, assist in the coordination of any individual or company training required.
- Assist the coordination of every aspect of press and media nights, including compilation of guest list, mailing of invitations, seat allocation, distribution of tickets, logistics, press night parties and company gifts, working within budget
- Deputise for the Production Coordinator as and when required
- Support and assist on 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
- Support and assist on the compiling, drafting, proofing and sign off of production programmes
- Deputise for the Production Coordinator or General Manager at running shows, including attending cover runs as and when required
- Support on booking access performances and, with the Head of People and Culture, maintain awareness of developments in this area
- Ensure that all decisions made for productions are carried out in a timely manner and communicated to all relevant parties
- Be the General Management primary point of contact in the theatre buildings and across the productions
- Respond to complaints and special requests
- Minute meetings as required
- With the Production Coordinator, organise regular production meetings and other meetings as required
- Promote a fair, inclusive and respectful working environment through policies, training and procedures

General

- Embody and promote Playful's values, approach and working culture across productions
- Ensure consistency across productions in General Management process and approach
- Look for ways to streamline and improve production processes wherever needed
- Represent Playful externally and deputise for the Production Coordinator or General Manager as and when required
- Engage with the development process, attending performances, readings and workshops when required and report on them
- Keep abreast of new talent in the industry, productions opening and general trends in the West End

- Build relationships with potential creative teams, cast, stage managers, casting directors etc. and keep in touch with their work
- Network and explore potential working partnerships for the future
- Contribute to the smooth day-to-day running of the office.
- Support the Executive Assistant in the administration of the Directors office as and when required, capacity pending.
- Welcome guests and answer the phones as required
- Be an ambassador for Playful Productions providing a welcoming atmosphere and hospitality for colleagues and visitors.

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

Person Specification

Minimum Requirements

- Demonstrable experience working on musicals and/or plays in a professional theatre environment in a similar role
- Experience of working on large-scale West End musicals
- Experience of the day-to-day coordination and management of productions
- Experience of booking travel and accommodation for large-scale projects
- Excellent written, verbal communication and numeracy skills
- Advanced skills in Microsoft Word, Outlook and Excel, and confident use of the internet
- A flexible approach to working hours, including evenings and weekends as required

Essential Criteria

- Experience of coordinating large-scale events, such as press nights
- Proven ability to work effectively with high-level stakeholders, including creatives, producers and senior staff
- Demonstrable commitment to inclusive practices
- Excellent time management skills, with the ability to manage a varied and heavy workload and juggle competing priorities
- Excellent organisational skills
- Ability to communicate with confidence at all levels, including face-to-face, written and telephone communication
- High levels of tact, diplomacy and discretion
- Strong attention to detail and accuracy
- Calm, patient and resourceful approach, with the ability to think creatively and reactively to solve problems
- Willingness to work collaboratively and support other roles when required
- A strong sense of being attentive to the needs of Directors, office teams and the wider company

Desirable Attributes

- Experience of casting and recruitment processes
- Experience of contract drafting
- Awareness and working knowledge of Union Agreements, with the ability to apply these practically
- Experience of working on more than one production simultaneously
- Experience of working on a UK touring production
- A sense of humour and positive, team-focused attitude

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 in the office with an hour for lunch. Additional hours, including some evenings and weekends, will be expected as necessary in order to fulfil the requirements of this role. This is an office-based role - 5 days a week.

Contract

Permanent. Subject to a three-month probation period.

Salary

Competitive and according to experience.

Application

All applicants must be eligible to work in the UK.

To apply please email a cover letter (no longer than 2 sides) and CV to playfulrecruitment@playfuluk.com no later than 9am on Monday 3rd August 2026. Please write "Production Assistant" in the subject of the email. We look forward to welcoming your application.