

# **JOB DESCRIPTION**

## Production Assistant

**Salary:** £25,000 per annum.

**Terms:** Permanent, with a 3-month probationary period.

**Notice period:** 2 weeks during probationary period; 4 weeks thereafter.

**Hours:** Usual working hours are 10am to 6.30pm, Monday to Friday. However, a certain degree of flexible working may be expected as required.

**Holiday:** 20 days plus bank holidays, per annum, pro rata.

**Responsible to:** Assistant Producer.

**Location:** 1 Brewery Square, Copper Row, London SE1 2LF.

**To start:** As soon as possible.

## **ABOUT LONDON THEATRE COMPANY**

London Theatre Company is a commercial theatre producing company led by Nicholas Hytner, Tim Levy and Nick Starr, with an emphasis on new work. Our intention is to create a culture, ethos and economic model that supports writers, directors, designers and actors to work at scale in a space that is complementary to those of the subsidised theatre and West End.

In 2020, we produced a new series of Alan Bennett's *Talking Heads* for BBC One. A new theatre in King's Cross is currently in development.

## **ABOUT THE BRIDGE THEATRE**

The Bridge is London Theatre Company's first new theatre. It has a stunning riverside location on the south bank of the Thames, right by Tower Bridge and five minutes' walk from the transport hub of London Bridge station. It is designed by Haworth Tompkins, winners of the 2014 RIBA Stirling Prize for Liverpool's Everyman Theatre. It has 900+ seats and can be configured in end-stage, thrust and promenade formats.

The Bridge opened for the first time in October 2017, and since then has produced a variety of plays, including *A German Life*, a one-woman show starring Maggie Smith, and *A Midsummer Night's Dream*, an immersive reimagining of Shakespeare's classic. *My Name is Lucy Barton*, performed by Laura Linney, opened on Broadway in January 2020.

## ABOUT THE ROLE

We are looking for a Production Assistant to support the day-to-day functions of a busy production office. For this role, we are prioritising potential over experience: we want someone who is eager to learn about theatre production from the ground up. If you've worked in a theatre or an office before, that's great, but what's more important is that you can show us that you are organised, highly motivated and passionate about theatre. We expect this role to be a learning curve for the successful candidate – but they must be ready to meet that challenge. After a difficult year for the theatre industry, we are heading into a very exciting time for London Theatre Company, with lots of projects at various stages of development. We need a Production Assistant with ambition, initiative and an eye for detail to help us bring these to life.

## MAIN DUTIES AND RESPONSIBILITIES

### General

- ✓ Assistant to the Co-Directors.
- ✓ Support in office diary management, arranging meetings as required.
- ✓ Arrange board meetings.
- ✓ Maintain a close working relationship with members of staff across departments, particularly the Tech team and Stage Managers.
- ✓ Support the Assistant Producer as required and pick up ad-hoc tasks as they arise.
- ✓ Attend read-throughs, previews and press nights and other Bridge Theatre events as required.

### Office

- ✓ Contribute to a positive working environment and be responsible for the day-to-day smooth-running of the office, including answering the telephone and the door, greeting guests, and dealing with general enquiries.
- ✓ Serve as Qualified First Aider for the office (training will be provided).
- ✓ Coordinate office move.

### Production

- ✓ Assist with the administrative needs of the productions. For example, gather information, create agendas and schedules, check availabilities, run errands, maintain files, copy and collate scripts and rehearsal materials, organise travel and accommodation, prepare for meetings, take minutes etc.
- ✓ Liaise with agents regarding ticketing, headshots and CVs.
- ✓ Support the Assistant Producer in booking rehearsal and audition spaces and ensuring they meet the needs of the productions.
- ✓ Support the Assistant Producer in obtaining child performer licences and clearing music rights as required.
- ✓ Provide ticketing support through management of house seats and other requests, via our box office system (Spektrix).
- ✓ Coordinate press night celebrations and gifts.
- ✓ Support the Programme Editor and Assistant Producer in collecting information and illustrations for the programmes.

## New projects

- ✓ Provide administrative support as necessary for new and future London Theatre Company projects.
- ✓ Be the main point of contact for theatre tours and site visits.

## ESSENTIAL

- ✓ Enthusiasm for the theatre industry.
- ✓ Organised, approachable and keen to collaborate.
- ✓ Ability to work well under pressure and juggle multiple tasks and projects at once, prioritising accordingly.
- ✓ Strong IT skills.
- ✓ Punctual and reliable, with an understanding of the importance of confidentiality in the workplace.
- ✓ Ability to communicate with people at all levels, both internally and externally.

## HOW TO APPLY

To apply, please email [recruitment@londontheatrecompany.co.uk](mailto:recruitment@londontheatrecompany.co.uk) with your completed application form and equal opportunities monitoring form. (Please note: we do not accept CVs.)

The deadline for applications is **Monday 19 April 2021, 12pm**.

The first round of interviews will take place in the week commencing 26 April 2021, most likely via video call.

For more information about London Theatre Company and the Bridge Theatre, go to [bridgetheatre.co.uk](http://bridgetheatre.co.uk). Download the application form and equal opportunities monitoring form at [bridgetheatre.co.uk/work-with-us](http://bridgetheatre.co.uk/work-with-us).

If you have any queries, please contact [recruitment@londontheatrecompany.co.uk](mailto:recruitment@londontheatrecompany.co.uk).

*We are an equal opportunities employer and value diversity. We encourage applicants from different backgrounds and different experiences.*