



Production Co-ordinator - Job Description

Runaway Entertainment is an award-winning theatre producing and general management company, specialising in the acquisition of titles, the commissioning of new work and the development of productions for the stage. We enjoy working with the most exciting talents in the theatre industry, love a challenge and are passionate about quality and innovation.

Job Overview

The Production Coordinator is responsible for the day-to-day coordination of the shows that Runaway Entertainment produces and general manages. The Production Coordinator ensures that information and decisions are communicated swiftly, and supports the work of the Producers, Head of Production and General Manager by providing a high level of administrative support.

Responsible to: Head of Production & General Manager

Responsible for: Production Assistant

Main Duties and Responsibilities:

Production specific

- Coordination of specific projects as required and directed by the Producers, Head of Production and/or General Manager.
- Support the General Manager in the drafting of actor, stage management and crew contracts.
- Keep a record of deals and ensure all contracts are issued and accurately reflect these deals.
- Support GM in monitoring developments in union agreements.
- Obtain visas and work permits where necessary in connection with international touring productions and for foreign personnel involved in UK productions.
- In conjunction with the Production Assistant, book travel and accommodation for all show personnel as necessary, ensuring these are the most economical rates available, and write and distribute travel itineraries in a timely manner.
- Produce and distribute schedules and welcome packs as necessary and meet and greet visiting artists on arrival in the country.
- Support the Producers in creating and arranging the distribution of investment prospectuses and drafting and issuing investment documents.
- Accommodate and action all queries and requests for Runaway Entertainment investors.
- Support any casting requirements including hiring space for auditions
- Reporting to the General Manager, coordinate alongside the Production Assistant, every aspect of press and media nights, including compilation of guest lists, mailing of invitations, seat allocations, distribution of tickets, logistics, parties and company gifts, working within budget
- Reporting to the General Manager, coordinate any press events as required
- Compile and monitor production programmes

RUNAWAY ENTERTAINMENT

- Manage all complementary and house seat ticket requests and show related inboxes.
- Be present at rehearsals and technical rehearsals as required and attend running productions on a regular basis.
- Organise and attend access performances
- Archive all production-related information at the end of the run, manage storage arrangements and maintain running inventories
- Support the General Manager to regularly update and track best estimates of production and running costs
- Compile internal show figures and reporting

Administration

- Ensure the office is efficiently run, including the maintenance of IT and telephone systems and liaising with all external contractors
- Provide administrative assistance and maintain effective filing systems for Runaway Entertainment
- Be the first point of contact for phone calls and be an ambassador for Runaway Entertainment, providing a welcoming atmosphere and hospitality and offering refreshments to colleagues and visitors
- Support the Producers by coordinating meetings and managing their diaries as required
- Organise and minute regular production meetings and company meetings as required
- Any other duties as reasonably requested by the Producers

Person Specification

- At least two years experience in a theatre producing company in a similar role
- Excellent time management skills and ability to work under pressure
- Ability to work within budgetary constraints
- Excellent written, numeracy and verbal communication skills
- Knowledge of Canva, Indesign, Mailchimp, Google Suite / Google Groups.
- Comprehensive knowledge of Google Suite / Google Groups and aliases
- An eye for detail and accuracy
- A flexible approach to working hours
- A willingness to work as part of a team and cover other roles as necessary

Contract

Full time permanent contract, subject to 3 month probationary period.

Office hours 10am-6pm Monday to Friday with some additional hours as required.

20 days holiday per annum.

To start as soon as possible in January 2024

Applications

Please send CV and cover letter to recruitment@runawayentertainment.com by Monday 8th January 2024.