

# Production Coordinator (Part Time)

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<b>Responsible to:</b>	Senior Production Coordinator, General Managers(project report)
<b>Working with:</b>	Production Coordinator (Part Time), Office Manager (part time)
<b>Place of Work:</b>	Based mainly at Selladoor office in Deptford, with on-site visits, as necessary
<b>Hours of work:</b>	3 days/21 hours per week including some weekend work
<b>Contract:</b>	Permanent
<b>Salary:</b>	£16,200 (£27,000 per year pro rata)
<b>Annual Leave:</b>	16 days, inclusive of Bank holidays.
<b>Probation:</b>	3 months
<b>Notice Period:</b>	3 months (1 month during probation)
<b>Pension:</b>	Company Pension Scheme available

## About Selladoor Worldwide

**Selladoor Worldwide** are a renowned UK Theatre Producer and General Management provider, founded in 2009. Selladoor Worldwide have produced iconic touring productions, in addition to West End runs and international touring covering 4 continents. Current projects include *We Will Rock You* (worldwide tour), *Madagascar* (Australia and USA) and general managing *The Spongebob Musical!* on behalf of sister company **The Path Entertainment Group**.

In addition Selladoor provides General Management provision to The Path Entertainment Group's interactive experiences *Monopoly: Lifesized* at Tottenham Court Road, *Saw: The Experience* at Tower Hill and are in pre-production for a major family film franchise in central London. You are joining our company at an exciting time for both Selladoor and our collaboration with Path, with a number of exciting adaptations of theatre, TV, film and, gaming franchises also in development

## The Role

You will be supporting the work of planning and delivering all shows and live experiences. The role is a busy and varied one, liaising with a range of people including actors, creatives, venues, technical teams, producers, external clients and in-house colleagues. You will also assist with the running of our thriving rehearsal rooms.

We are looking for someone who is comfortable working with a varied workload, both within a team and proactively working on their own. You will be working alongside another part time Production Coordinator, under the supervision of a Senior Production Coordinator, as well as project reports to the General Managers of Live and Productions, where appropriate.

The role(s) will include but not be limited to:

### Pre-Production, Rehearsal and Production

- Booking rehearsal and casting spaces as required and arranging any transportation, equipment or relevant administrative needs (script printing, collecting measurements, headshots etc...)
- Liaising with Casting Directors on auditions, providing administrative support where necessary
- Assisting with the recruitment of stage management, technical crew and production staff; creating and placing advertisements and dealing with responses
- Create and distribute contracts for members of the company, ensuring trackers are regularly kept up to date
- Ensure all contracts are signed, received and filed in a timely manner
- Ensure all personal information for company members is managed in line with GDPR guidelines

- Organising Creative, Marketing and Production meetings and attending to minute and share notes
- Booking accommodation and travel for Creatives and/or Artists and/or Production/ Technical teams as required
- Organising and sharing appropriate information with staff members about rehearsals
- Formation, distribution and maintenance of Contact Lists and Welcome Packs
- Setting up company rates, arranging DBS checks and other requirements as part of the logistics of cast and creative management
- Organising production visits of any creatives including Associate/Resident Director
- Organise content for access and assisted performances
- In the event of any cast changes, support the General Manager and the Creatives to organise any necessary logistics
- Find and source appropriate travel and accommodation in line with the budget for Cast, Crew, Producers and Creatives where necessary
- Maintain working knowledge of the logistics of each production and live experience.
- Sign off of some artwork including dates and venues for repeat marketing materials.
- Being the first point of contact for appropriate enquiries relating to productions or live experiences
- Where appropriate visiting the production/immersive company as part of a regular and accessible visible presence on behalf of Selladoor
- Liaise with any International Promoters on the booking of flights and accommodation for any shows or live experiences in international territories
- Liaise with International Promoters and Company Members on processing any necessary visa applications
- Support the General Managers in the organisation of all Events (including Press Nights (including ticket allocation and guest lists), Investor Participation Nights, End of Show Parties etc)

#### **Financial, Administrative and General**

- Assist in approving petty cash claims.
- Assist in signing off invoices and company payroll on productions and live experiences.
- Maintain budgets for spend on accommodation or rehearsal costs
- Responsible for expenditure on a company card/float for various items as requested/approved by the Production team
- Work alongside the Office Manager and other Production Coordinators to ensure the smooth running of the rehearsal space
- Sharing the responsibility of opening and closing the building for external and internal bookings
- Liaise with visiting companies on Rehearsal Room responsibilities and conditions
- Attend Company Events, Previews, Press Nights and Performances as required
- To be an enthusiastic advocate of Selladoor Worldwide and the projects we are looking after, including representing the company at productions, events and conferences nationally and, where possible, internationally
- Develop and maintain relationships with for long term collaboration and partnership

You will also play a key role, as with all Selladoor team members, in helping us shape a new chapter in our existence.

## Person Specification

We do not expect you to have extensive experience in every single area, and particularly welcome any transferrable skills, but below is an outline of the skillset we are seeking for this role

- Experience and/or understanding of the process of creation, development and delivery of a creative project (eg theatre/film/immersive production)
- Excellent organisational skills and a proactive approach to working
- Experience taking independent responsibility for elements of a project or in its entirety, and working within a team
- Ability to prioritise and manage a varied workload
- Good problem solving skills and comfortable with the flexible requirements of working on creative projects
- Experience working in and/or with creative teams
- Excellent communication skills including face to face, on the phone and in emails
- An open, confident, collaborative and kind approach to working with people
- Comfortable working with general MS Office software (inc Excel)
- Experience and/or understanding of budget management, including petty cash and expenses claims
- Understanding of technical aspects of Productions, including technical staff job roles and requirements.
- A passion for theatre and/or live experiences

## To Apply

Please send a CV and a cover letter outlining your suitability for the role to Rachel Davies at [rachel.davies@selladoor.com](mailto:rachel.davies@selladoor.com) by Thursday 29 December.

Interviews will take place early in the new year. If you have any questions about the role in advance please contact the email address above and we will be only too happy to respond.