

PRODUCTION ASSISTANT

KEY OBJECTIVES

- To act as personal assistant to the Producer/Managing Director or any other delegated associate or colleague, as required
- To provide a full administrative service
- To ensure the office is managed and maintained in a professional and efficient manner

MAIN RESPONSIBILITIES

- To provide administrative support on all theatre productions
 - To create and maintain accurate databases and contact sheets
 - To liaise with all service suppliers, on behalf of the Producer or any other delegated associate or colleague as required
 - To assist with the preparation, collating of content and proof-reading of all printed materials including show leaflets and posters, programmes etc
 - To liaise with external Press & PR agency
 - To collate information and report on Box Office income on a minimum weekly basis
 - To attend rehearsals, first nights and/or press nights as and when required
 - To provide full secretarial support for the organisation and manage all internal and external communication systems including handling correspondence, issuing contracts, script dissemination, telephone, post and email enquiries, etc
 - To act as primary contact and host for all visitors to the offices and to act as representative for the organisation at external events, as and when required, in a professional manner at all times
- This list is neither exhaustive nor exclusive and may be altered from time to time

TERMS AND CONDITIONS

- Salary £12,000 - £14,000 per annum, dependant on experience
- Annual Leave 20 days
- 40 Hours per week

ESSENTIAL APTITUDES

- Fast and accurate typing skills
- Excellent communication skills – both verbal and written
- Ability to work on own initiative
- Enjoy being task-driven
- Computer literate

DESIRABLE APTITUDES

- Interest in theatre
- Graduate

Closing date for applications: 1st May 2011