

**Position:** Production Coordinator, 12-month FTC  
**Reports to:** Executive Producer  
**Location:** 55 The Strand, London  
**Hours:** Full time, 40 hours per week  
**Salary:** circa £26,000-per annum

### About JCTP

Jonathan Church Theatre Productions (JCTP) is an award-winning London-based production company, producing high quality theatre in the West End, nationally and internationally. We produce plays and musicals in the West End, on tour in the UK and internationally.

We enjoy working with both commercial and subsidised partners and regularly collaborate with London and regional theatres, including The Old Vic, Sadler's Wells, National Theatre, Almeida, RSC, The Bush, Chichester Festival Theatre, Leeds Playhouse and Bath Theatre Royal.

We provide general management services both for our own productions and for other producers. We are driven by the writers, directors and actors whose work we produce.

Current and forthcoming productions in 2021/2022 include: *Singin' In The Rain* (UK and International Tour), *The Lion The Witch and the Wardrobe* (UK Tour), *Poirot and More – A retrospective*, (UK Tour and West End), *Two Cigarettes in the Dark* starring Penelope Keith (UK Tour), *Private Peaceful* (UK Tour), *A Monster Calls* (Kingston Rose, Bristol Old Vic, Kennedy Center Washington), *Pressure* (Toronto).

[www.jctproduction.com](http://www.jctproduction.com)

JCTP is part of the Trafalgar Entertainment Group [www.trafalgarentertainment.com](http://www.trafalgarentertainment.com)

### The Role

JCTP is currently seeking a **Production Coordinator** to join the team for 12-month fixed term contract. The Production Coordinator will work closely with and provide support to the Associate Producer all JCTP productions, reporting daily to the Associate Producer.

### Key responsibilities:

#### Production & Personnel

- Keep schedules for each production up to date
- Assist with the pastoral care of actors, creative and production teams
- Under the supervision of the General Manager and/or Associate Producer, make offers within budget and draft agreements for cast and production staff
- Under the supervision of the General Manager and/or Associate Producer, on occasion make offers within budget and draft agreements for the creative team
- Book audition and rehearsal spaces as needed
- Order cars, taxis and couriers, as well as making deliveries by hand, as required
- Keep cast, creative team and production staff deal summaries up to date at all times
- Coordinate relevant personnel for all auditions, rehearsals and technical periods
- Organise and manage house seat requests

- In collaboration with the Associate Producer ensure all Jonathan Church Theatre Productions policies are adhered to and communicated to production teams and cast
- Oversee access requirements for each production including captioned and audio described performances
- As required, submit PRS applications and facilitate music clearance for Productions.
- Assist the General Manager and/or Associate Producer with getting insurance quotes for productions.
- Manage the processing of any visa applications on productions as required with the support of the General Manager and/or Associate Producer
- Manage the travel and accommodation booking for all productions
- Be familiar with and keep abreast of changes to relevant union agreements including British and American Equity, BECTU and MU, UK Theatre and the Society of London Theatres (SOLT)

#### **Budgets and accounts**

- Manage budgets once created by General Manager and/or Associate Producer, operating within them at all times
- Along with the General Manager and/or Associate Producer and Accounts team, ensure the production budget is updated and kept accurate throughout the run of the production
- Ensure freelance staff invoices are processed smoothly, monitor and arrange sign off of weekly petty cash returns from the Company Manager, keeping the General Manager and/or Associate Producer regularly informed of any delays or issues

#### **Press and Marketing**

- Oversee the press night process, planning and delivery including creating and managing guest lists, invitations, seating plan and delivery of the evening
- Work closely with Marketing Agencies to ensure that all contractual billing and approvals are adhered to
- Be responsible for collating programmes
- Be responsible for proofing show billing, programmes and website copy
- Coordinate press & marketing requests for content and access to the cast and creative team to help facilitate the marketing and press companies on productions
- Attend any weekly Marketing meetings

#### **General**

- Monitor the JCTP info inbox and respond to emails accordingly
- Minute meetings as required and ensure that minutes are both accurate and distributed promptly
- Attend all producer, general management and production meetings as required
- Attend rehearsals, technical periods, previews and performances as required – including evening and weekend work as required by production schedules
- Keep track of and update templates for budgets and contracts
- Be a positive and approachable point of contact for staff, actors and creative teams
- Undertake special projects and assignments as required, for example play readings and workshops
- Arrange logistics and manage and monitor budgets for workshops
- Manage and update the script log
- Manage and update the rights and commissions log
- Carry out any other duties as reasonably requested by the General Manager and/or Associate Producer

*This is not an exhaustive list of duties and management may, at any time, allocate other tasks which are of a similar nature or level.*

**Required Skills & Experience:**

- Experience in a similar role
- A strong interest and experience of working in theatre
- Takes a proactive, flexible approach to work
- Strong eye for detail
- Confident, positive and approachable when dealing with a wide range of staff and artists at all levels
- A proven ability to deal diplomatically, sensitively and discretely with information, which may often be confidential
- Able to work with accuracy and speed in a busy environment
- Good prioritisation and organisational skills
- Strong team ethic along with the ability to work independently
- Strong verbal communication skills and telephone manner, including a knowledge of etiquette and protocol in dealing with high-profile individuals
- Experience editing letters and other documents swiftly and accurately
- Knowledge and experience of unions, including UK Theatre, British and American Equity, BECTU and the Musicians Union
- Experience of negotiating and preparing a variety of staff and artist contracts
- Experience of working with budgets
- Experience of working with payroll

To submit your application, please submit a CV and cover letter to [recruitment@trafalgarentertainment.com](mailto:recruitment@trafalgarentertainment.com) with the subject line 'JCTP Production Coordinator' by Sunday, October 24<sup>th</sup>.

Early applications are encouraged as successful applicants may be contacted prior to the closing date.

JCTP and Trafalgar Entertainment are equal opportunity employers. We celebrate diversity and are committed to creating an inclusive environment for all employees.