



**Position:** Production Marketing Coordinator, 3-month FTC, immediate start  
**Reports to:** Head of Production Marketing  
**Location:** London  
**Hours:** Full time, 40 hours per week

### **About TE**

Co-founded by Sir Howard Panter and Dame Rosemary Squire in 2017, Trafalgar Entertainment is a premium international live entertainment business focused on new productions, the distribution of live-streaming innovative content and the provision of amazing spaces where people can come together to share in the experience of live entertainment. TE is home to Trafalgar Theatre, Theatre Royal Sydney, Olympia Theatre, HQ Theatres and Hospitality, Trafalgar Theatre Productions, Trafalgar Releasing, Stagecoach Performing Arts, London Theatre Direct, Luke Shires Marketing, Jonathan Church Theatre Productions, Chiswick Cinema and More2Screen.

Trafalgar Theatre Productions is the production arm of Trafalgar Entertainment and produces new shows and classic musicals in London and internationally.

### **The Role**

We are seeking a **Production Marketing Coordinator** for an **immediate start** on an initial 3-month fixed term contract (with the potential to extend) to work alongside our Head of Production Marketing in the planning and delivery of campaigns for our major productions in London and across the UK including Anything Goes, The Rocky Horror Show, Death Drop and Jersey Boys as well as preparing for our new 2022 productions.

### **Key Responsibilities include:**

- Work closely with the Head of Production Marketing on campaign planning and delivery to drive box office sales for productions.
- Liaise with partner marketing agencies and media agencies on campaign plans and deliverables
- Liaise with venue box offices on revenue management initiatives and follow ups
- Brief and traffic artwork
- Brief and update production and venue websites
- Liaise with internal companies to ensure strong cross company marketing support
- Liaise with the wider production team
- Ownership of the accurate minutes from meetings including decisions and action points, and ensuring appropriate follow up

### **Skills & Experience Required:**

- Able to manage a large workload and enjoy working on multiple projects at the same time
- Be able to juggle conflicting priorities
- Remain calm under pressure
- Have great attention to detail



- Have experience delivering marketing campaigns, preferably in a live entertainment organisation.
- Exceptional communication skills, both written and verbal

To submit your application, please submit a CV and cover letter to [recruitment@trafalgarentertainment.com](mailto:recruitment@trafalgarentertainment.com) with the subject line 'Production Marketing Coordinator' by Monday, October 11<sup>th</sup>.

Early applications are encouraged as applications will be considered upon receipt.

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