



JOB OPPORTUNITIES

POSTED 5th November 2023
APPLICATIONS BY Friday 24th November 2023

ROYO is looking for a **Production Coordinator** to join its busy production office.

Recent and current productions include *13 Going On 30 The Musical*, *NOW That's What I Call A Musical*, *Police Cops The Musical*, *Johannes Radebe: House of JoJo*, *Fisherman's Friends: The Musical*, *Disney's Winnie the Pooh*, *The Cher Show* & *The Osmonds: A New Musical*. Further major productions are to be announced for 2024/5.

The role will be required to work across a range of current and future productions and will be based in ROYO's central London office.

ROYO is a committed equal opportunities employer. We actively encourage applicants from all backgrounds and sections of the community.

www.royo.co.uk

To apply, please email a covering letter and CV to recruitment@royo.co.uk with the job title in your email's subject line by 6pm on 24.11.23.

PRODUCTION COORDINATOR

The Production Coordinator will work under the General Managers supporting in the organisation and administration of each production.

Responsibilities will include:

- Assisting the General Manager with planning for new productions including budget coordination, negotiating and contracting team members, and general administration as required.
- Assisting the General Manager with the smooth running of current productions including liaising with the company manager, press and marketing and production management.
- Working with the creative teams on casting where necessary, and work with casting directors to co-ordinate the casting process with the creative team.
- Co-ordinating the recruitment process and appointments of technical staff.
- Keeping accurate records of deals done and maintaining a contractual schedule across all productions and projects.
- Negotiating deals for creative teams, cast and stage management in line with budget and union agreements both independently and in collaboration with the Directors.
- Supporting the Producers and General Managers in distributing information of the investment financial details.
- Booking travel and accommodation for show personnel as necessary and working within budgets set by the General Manager.
- Maintaining a working knowledge and understanding of all areas of production, including Union Agreements, Insurance policies and Employer responsibilities.
- Coordinating logistics relating to marketing and promotional activities and events.
- Coordinating opening night parties and gifts and ensuring the smooth running of such events.

- Providing financial administration in regard to Payroll and Invoices as directed.
- Coordinating and administrating theatre contra settlements.
- Providing general organisation, administration and support to the Directors and General Managers.
- Assisting with the management and training of Production Assistant.
- Provide general support to the ROYO office including minuting meetings, answering the phones as required, welcoming visitors and being a representative of the company at all times.
- Attending productions on a regular basis as required.
- Ensure the office is sufficiently run and stocked for a busy working office.

Personal specification:

- A minimum of 1 year as a Production Coordinator or 3 years of relevant professional experience in a theatrical production and/or general management role.
- Experience and confidence in negotiating deals with third parties.
- Experience in managing budgets for touring and west end productions.
- Highly organised, efficient and collaborative approach to working as part of a team.
- Computer literacy including knowledge of Word, Excel and Outlook is essential.
- Strong ability to problem solve and work under pressure.
- A high degree of attention to detail.
- A flexible approach to working hours.
- A proven interest and commitment to working in theatre.
- Excellent communication and computing skills.

Contractual information:

- Initially a six-month fixed term contract which maybe extendable thereafter on a rolling basis, subject to an initial three-month probationary period.
- Salary range £25,000 to £35,000 depending on experience.
- Working hours of Monday to Friday, 10:00am to 6:00pm, but out of hours work will be expected as necessary.
- The job description included is not exhaustive and may be amended from time to time.
- 20 days' holiday during each holiday tear, pro-rata to the length of the engagement in addition to all Bank and Public Holidays.
- This position is required to work from the office full time.

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