



## JOB OPPORTUNITIES

**POSTED 10 SEPTEMBER 2025 –  
APPLICATIONS BY 26 SEPTEMBER 2025**

**ROYO** is looking for a **Production Assistant** to work across multiple productions within our busy London production office.

Productions include *HERE & NOW – The Steps Musical*, *Kinky Boots*, *The Very Hungry Caterpillar*, *Legally Blonde*, and more.

This position will also be required to work across a range of development 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](http://www.royo.co.uk)

### **Production Assistant**

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

### **Responsibilities will include:**

- Providing administrative and organisational support to the Directors, General Managers and Production Coordinators as required.
- Ensuring that information is quickly communicated to all those working on current and future productions.
- Arranging and coordinating meetings both for productions and for the Company.
- Support any casting requirements for productions including organising audition venues and availability checking actors.
- Booking travel and accommodation for show personnel as necessary and working within budgets set by the General Manager.
- Populate contractual templates with relevant information for company members and production staff.
- Negotiating deals for creative teams, cast and stage management in line with budget and union agreements both independently and in collaboration with the Directors.
- Create and distribute welcome information to each company in advance of rehearsals starting.
- Administrate ticket requests and house seats.
- Work with the Production Coordinator and General Manager to organise and ensure the smooth running of special events including press nights and marketing events.
- Raise purchase orders on behalf of the production team and track all departmental spending against budgets where necessary.
- Assist the Production Coordinator in collating information for each production's programme and brochure.
- Assisting the General Manager with the smooth running of current productions.

- Maintaining a working knowledge and understanding of all areas of production, including Union Agreements, Insurance policies and Employer responsibilities.
- Providing general organisation, administration and support to the Directors and General Managers.
- 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.
- Ensuring that the Directors work and activity is supported and arranging diaries and travel as required.
- Maintaining a working knowledge and understanding of all areas of production, including Union Agreements, Insurance policies and Employer responsibilities.
- Attending productions as required.
- Providing financial administration in regard to Payroll and Invoices as directed.
- Ensure the office is sufficiently run and stocked for a busy working office.

#### **Personal specification:**

- Highly organised, efficient and collaborative approach to working as part of a team.
- Computer literacy including knowledge of Word, Excel and Outlook is essential.
- 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 **£27,000 - £30,000** 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 year, 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.

To apply for the position, please send your CV and cover letter to: [recruitment@royo.co.uk](mailto:recruitment@royo.co.uk) with the subject of the email as **YOUR NAME | ProdA Sept 2025**