



**JOB
OPPORTUNITIES**

**POSTED 29 MAY 2026 –
APPLICATIONS BY 12 JUNE 2026**

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

Productions include *13 Going On 30 – The Musical, Kinky Boots, and many more to be announced.*

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

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 cast and stage management and technical members 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 Senior 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.
- 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 **£28,000 - £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 with the subject of the email as **YOUR NAME | ProdA June 2026**