



## Production Assistant

### JOB DESCRIPTION

<b>Salary:</b>	£28,000 per annum
<b>Terms:</b>	Permanent Contract
<b>Hours:</b>	37.5 hours average working week over 5 days Monday-Friday. However, a certain degree of flexible working may be expected as required.
<b>Holiday:</b>	20 days + bank holidays per annum pro rata
<b>Reports to:</b>	Assistant Producers and Associate Producer
<b>Location:</b>	Bridge Theatre, 3 Potters Fields Park, SE1 2SG
<b>Probationary period:</b>	3 months

### ABOUT LONDON THEATRE COMPANY

London Theatre Company (LTC) is a commercial theatre producing company led by Nicholas Hytner and Nick Starr, with an emphasis on new work. Our intention is to create a culture, ethos and economic model that supports writers, directors, designers and actors to work at scale in a space that is complementary to those of the subsidised theatre and West End. A new venue in King's Cross, Lightroom, opened in 2023.

### ABOUT THE BRIDGE THEATRE

The Bridge is London Theatre Company's first new theatre. It has a stunning riverside location on the south bank of the Thames, right by Tower Bridge and five minutes' walk from the transport hub of London Bridge station. It is designed by Haworth Tompkins, winners of the 2014 RIBA Stirling Prize for Liverpool's Everyman Theatre. It has 900+ seats and can be configured in end-stage, thrust and promenade formats.

The Bridge opened for the first time in October 2017, and since then has produced a variety of plays, including *A German Life*, a one-woman show starring Maggie Smith, and *A Midsummer Night's Dream*, an immersive reimaging of Shakespeare's classic. *My Name is Lucy Barton*, performed by Laura Linney, opened on Broadway in January 2020 and *Straight Line Crazy* with a cast led by Ralph Fiennes, transferred to New York in the autumn of 2022.

The Bridge's first musical, an immersive reimaging of *Guys & Dolls* played from March 2023 until January 2025. *Richard II* starring Jonathan Bailey opened in February 2025.

### ABOUT THIS ROLE

We are seeking a Production Assistant with ambition, initiative, and a keen eye for detail to join our small Production team, working closely with the Assistant Producers, Associate Producer, and Director of Productions. This is a dynamic role that involves supporting all aspects of production, meeting the day-to-day needs of each show, and contributing to wider activity at LTC. The ideal candidate will have at least one year's experience in an office-based role, arts organisation, or similar setting, and a demonstrable interest and passion for working in theatre.

## **DUTIES AND RESPONSIBILITIES**

### **PRODUCTION**

- Be a hands-on presence in rehearsals and around the theatre, developing particularly close relationships with stage management teams.
- Assist with the administrative needs of productions; for example, gather information, create agendas and schedules, check availabilities, maintain files, copy and collate scripts and rehearsal materials, prepare for meetings, take minutes etc.
- Keep cast and contact sheets up to date.
- Ensure new starter paperwork is completed for incoming casts and companies and performing right to work checks.
- Book rehearsal and audition spaces and keep a log of bookings.
- Organise travel and accommodation for performers and creatives, as necessary.
- Support the Assistant Producers in obtaining child performer licences and clearing music rights, as required.
- Liaise with cast and creative team agents regarding ticketing, headshots and CVs.
- Provide ticketing support through management of house seats and other requests, using our box office system (Spektrix).
- Provide administrative support as necessary for new and future London Theatre Company projects.
- Support external casting directors in the casting process. Including acting as a runner on auditions, booking audition spaces, and creating and issuing Casting Advice Notes.
- Draft contracts for cast, creatives and stage management with support from the Assistant Producers.
- Ensure all contracts and agreements are accurately filed.
- Be familiar with the relevant union agreements including Equity, Solt, and the MU, and helping to keep relevant records up to date with new changes, rates and policies,
- Ensure all show reports, rehearsal notes, and production meeting minutes are archived.

### **PRESS AND MARKETING**

- Coordinate press night parties and gifts, with the support of the Assistant Producers.
- Collect headshots and biographies for incoming casts and creatives and ensuring this is passed onto the press and marketing teams.
- Provide the press and marketing team with accurate lists of credits.
- Assist the press and marketing team with gathering all the information they need for press releases and proofreading them thoroughly.
- Support the Programme Editor and Assistant Producers in the creation of the programme.
- Help the marketing team with the delivery of marketing content.
- Support the marketing team on photoshoots.



## GENERAL

- Personal assistant to the Co-Founders Nicholas Hytner and Nick Starr.
- Support in office diary management, arranging meetings as required.
- Arrange board meetings.
- Maintain a close working relationship with members of staff across departments, particularly the technical team (e.g. Head of Lighting, Head of Sound) and stage management.
- Support the Assistant Producers, Associate Producer, and Director of Productions as required and pick up ad-hoc tasks as they arise.
- Attend read-throughs, previews and press nights and other events as required.
- Contribute to a positive working environment and be responsible for the day-to-day smooth-running of the office, including answering the telephone and dealing with general enquiries.

### Person Specification:

#### Essential

- One year of experience working in an arts organisation, office-based role, or similar.
- Strong organisational skills.
- Can-do attitude and keen to collaborate with others.
- Excellent attention to detail with good proof-reading skills.
- Ability to communicate with people at all levels, both internally and externally.
- Ability to juggle a wide range of tasks and projects at once, prioritising and re-prioritising accordingly.
- Punctual and reliable.
- Ability to be flexible, problem-solve and use initiative.
- Understanding of the importance of confidentiality in the workplace.
- Passion for the theatre industry, particularly for commercial theatre and/or working in a venue.

### HOW TO APPLY

To apply: please email [recruitment@londontheatrecompany.co.uk](mailto:recruitment@londontheatrecompany.co.uk) with your CV and covering letter about why you would like to be considered for the position. We also ask that you complete an Equal Opportunities Monitoring Form either via [this link](#) or via our website.

**Deadline for applications:** Tuesday 19 August at 6pm

**Interviews will take place:** First round interviews will take place in the week commencing 25 August. Second round interviews will take place in the week commencing 1 September.

For more information or if you have any queries please visit [our website](#) or email [recruitment@londontheatrecompany.co.uk](mailto:recruitment@londontheatrecompany.co.uk)

*We are an equal opportunities employer and value diversity. We encourage applicants from different backgrounds and different experiences.*