



Assistant Producer

JOB DESCRIPTION

Salary:	£32,000 – £34,000 per annum
Terms:	Permanent, full-time
Hours:	37.5 hours average working week over 5 days Monday-Friday. However, a certain degree of flexible working may be expected as required.
Holiday:	20 days + bank holidays per annum pro rata
Reports to:	Associate Producer
Location:	Bridge Theatre, 3 Potters Fields Park, SE1 2SG

ABOUT LONDON THEATRE COMPANY

London Theatre Company (LTC) is a commercial theatre producing company led by Nicholas Hytner and Nick Starr. 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.

ABOUT THE BRIDGE THEATRE

The Bridge was London's first new commercial theatre of scale in 80 years. 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, winner of the 2014 RIBA Stirling Prize for Liverpool's Everyman Theatre. Its auditorium was a collaboration with Tait who engineered and installed its auditorium. It can be configured in end-stage, thrust, in the round and immersive formats.

The Bridge opened 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. The Bridge has also had two New York transfers, *My Name is Lucy Barton*, performed by Laura Linney, in January 2020 and *Straight Line Crazy* with a cast led by Ralph Fiennes, in the autumn of 2022.

Nicholas Hytner's immersive reimaging of the classic musical *Guys & Dolls* opened to sensational reviews in March 2023; and after several extensions the company has now resumed its model of opening several productions a year with Sondheim and Lapine's musical *Into The Woods* running until May 2026 followed by a new adaptation of *Ivanov* by writer and director Simon Stone.

ABOUT THIS ROLE

We are looking for an Assistant Producer with ambition, initiative and an eye for detail to join the Producing team. The new Assistant Producer will work across all aspects of production, the day-to-day needs of each show, as well as wider LTC activity. The Assistant Producer will support the Associate Producer and Director of Productions and will work alongside another Assistant Producer, as well as guiding the work of the Production Assistant. We are looking for someone with experience in a producing or general management team 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 close relationships with stage management and technical teams.
- Being a point of contact, alongside the Associate Producer, for actors' and creative teams' agents on general management matters.
- In conjunction with freelance casting directors and the Associate Producer, coordinating casting processes and organising auditions.
- Supporting the Associate Producer with management of production finances as required, ensuring that resources are managed effectively within budget, including review of weekly payrolls.
- Preparation of contracts for theatre productions including actors, author, creative teams and production teams.
- Attending production meetings and ensuring effective communication amongst key personnel and departments.
- Work with the Production Assistant on the administrative needs of productions; for example, gathering information, creating agendas and schedules, checking availabilities, maintaining files, printing scripts and rehearsal materials, preparing for meetings, taking minutes etc.
- Ensure new starter paperwork is completed for incoming casts and companies and performing right to work checks.
- Booking rehearsal and audition spaces and keeping a log of bookings, and supporting the Production Assistant to do so.
- Organising travel and accommodation for performers and creatives, as necessary.
- Obtaining child performer licences and clearing music rights, as required.
- Liaising 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 producing support as necessary for new and future London Theatre Company projects.
- Be familiar with LTC's house agreements with Equity and the Musicians' Union and keep relevant records up to date with new changes, rates and policies.

PRESS AND MARKETING

- Coordinate opening night for each production, with the support of the Production Assistant, including parties, gifts and ticketing.
- Collect headshots and biographies for incoming casts and creatives, and ensuring this is passed onto the press and marketing teams, with the support of the Production Assistant.
- Provide the press and marketing team with accurate lists of credits and photography captions.
- Assist the press and marketing team with gathering all the information they need for press releases, and proof reading them thoroughly.
- Support the Programme Editor and fellow Assistant Producer in the creation of the programme.
- Support the marketing team with the delivery of marketing content and photoshoots.

- General liaison with the marketing department and PR team as required.

DEVELOPMENT

- Supporting the Associate Producer with coordination of workshops and development processes for future productions.
- Managing budgets, logistics and casting for workshops.
- Supporting the Associate Producer with drafting commissioning agreements.
- Building strong working relationships with creative teams.

GENERAL

- Maintain a close working relationship with members of staff across all departments at LTC and the Bridge Theatre.
- Support the 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 LTC events as required.
- Contribute to a positive working environment.

Person Specification:

Essential:

- Experience of working in a producing or general management role 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.

Desirable:

- Experience in producing or general management of new productions and experience developing new work.

HOW TO APPLY

To apply: please email hr@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.

This role requires the successful candidate to have the right to work in the UK.

Deadline for applications: **Sunday 11th January 2026**

Interviews will take place in the week beginning 12th January 2026.

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

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