



## **Wanted: New member of Team PP**

Exciting times at PPHQ. We're on the search for a talented new Production Assistant to come and join Team PP.

We're looking for someone with excellent administrative skills to support the busy production team, someone who is highly motivated and passionate about new plays and touring.

You'll be joining Team PP in our Central London office but will regularly find yourself on trains up and down the UK visiting our partner venues and seeing our work on tour.

Up your street? Excellent. We can't wait to hear from you. Details below.

### **Production Assistant**

Paines Plough is seeking a talented new Production Assistant to come and join Team PP. The Production Assistant works closely with the Production team, administratively supporting the delivery of Paines Plough's productions and audience development across small-scale, mid-scale, internationally, and Paines Plough's ACE Strategic Touring funded project Roundabout. Including booking travel and accommodation, co-ordinating castings, arranging and minuting meetings, distributing marketing materials and preparing schedules. The Production Assistant is predominantly office based, though will be required to travel for this post.

The successful candidate will be an enthusiastic member of our dedicated team of ten full-time employees based on Aldwych in Central London. They will have a passion for new plays and touring and experience of working in an administrative role.

## **Guidance Notes for Applicants**

### **Job Description and Person Specification**

The purpose and main duties and responsibilities of the post are set out in the job description and the knowledge, skills and experience we are looking for in the successful candidate are listed in the person specification.

### **Completing the Application Form**

The Application Form is your opportunity to tell us specifically why you wish to apply for the vacancy and what makes you a suitable applicant. It is important that you provide us with evidence to demonstrate that you possess the knowledge, skills and experience required as set out in the person specification for the role.



Please do not attach any additional information to your application form. CVs will not be considered.

**Deadline for applications:** Monday 12 March 2018 at 12pm

Applications should be submitted by email only to [charlotte@painesplough.com](mailto:charlotte@painesplough.com).

Please address applications to Sofia Stephanou, Producer and clearly mark the email subject: **PRODUCTION ASSISTANT APPLICATION**.

If you are unable to submit your application by email, please contact Charlotte Walton on 020 7240 4533.

### **Shortlisting and Interviews**

Shortlisting will take place as soon as possible after the closing date. When shortlisting we are making an assessment of how closely your application meets the selection criteria set out in the person specification.

You will be notified of whether you have been shortlisted or not via email.

**Interviews:** w/c Monday 19 March 2018

If you are shortlisted, we will contact you by phone to invite you to interview and follow up with an email.

### **Offers**

All offers are made subject to receipt of satisfactory references, proof of identity, address and eligibility to work in the UK.

For any more information email [charlotte@painesplough.com](mailto:charlotte@painesplough.com).

We hope you find the above helpful and good luck with your application.



## About Paines Plough

### History

Paines Plough is the UK's national theatre of new plays. We commission and produce the best playwrights and tour their plays far and wide. Whether you're in Liverpool or Lyme Regis, Scarborough or Southampton, a Paines Plough show is coming to a theatre near you soon. Paines Plough was formed in 1974 over a pint of Paines bitter in the Plough pub. Since then we've produced more than 130 new productions by world renowned playwrights like Stephen Jeffreys, Abi Morgan, Sarah Kane, Mark Ravenhill, Dennis Kelly and Mike Bartlett. We've toured those plays to hundreds of places from Manchester to Moscow to Maidenhead.

### Current

Over the last two years we've produced 22 shows and performed them in 180 places across four continents. We tour to more than 30,000 people a year from Cornwall to the Orkney Islands; in village halls and Off-Broadway, at music festivals and student unions, online and on radio, and in our own pop-up theatre Roundabout.

Our next season consists of new work by Zia Ahmed (I WANNA BE YOURS), Anna Jordan (POP MUSIC) and Isley Lynn (ALBATROSS). As well as these, there will also be some reprised work from Brad Birch (BLACK MOUNTAIN), Elinor Cook (OUT OF LOVE), Sabrina Mahfouz (WITH A LITTLE BIT OF LUCK) and Sarah McDonald-Hughes (HOW TO BE A KID). The world premiere plays which will be performed in rep in Roundabout this year will be by Georgia Christou (HOW TO SPOT AN ALIEN), Simon Longman (ISLAND TOWN) and Vinay Patel (STICKS AND STONES).

### Roundabout

Roundabout is the world's first pop-up, plug-and-play theatre. It's an in-the-round space which we tour around the country. We built Roundabout because we're passionate about new plays and we want as many people as possible to be able to see them. Many places in the country don't have theatres. Now we can take a theatre to them.

Roundabout flat packs into a lorry and pops up all over the country. You might find it in a churchyard in Eccles, on a bowling green in Kendal, on the Margate seafront, by a lake in Poole Park, on Marsh Farm estate in Luton, on campus in Lincoln. Roundabout needs no special skills to assemble and the only tool you need is an Allen key. No piece of the auditorium takes more than two people to carry. It takes six people about a day to pop it up and plug it in, and away we go.

Roundabout is completely self-contained with state-of-the-art LED lighting and surround sound. We're proud to present outstanding plays by some of the nation's finest writers in Roundabout, along with fantastic guest companies and one-off performances and events.

## JOB DESCRIPTION: PRODUCTION ASSISTANT

**Responsible to:** Producer

The Production Assistant works closely with the Production team, administratively supporting the delivery of Paines Plough's productions and audience development across small-scale, mid-scale, internationally, and Paines Plough's ACE Strategic Touring funded project Roundabout. Including booking travel and accommodation, co-ordinating castings, arranging and minuting meetings, distributing marketing materials and preparing schedules. The Production Assistant is predominantly office based, though will be required to travel for this post.

The Production Assistant Duties include but are not limited to:

### Administration

- Co-ordinating and booking PP and production personnel travel and accommodation and keeping excellent financial records
- Gathering and presenting data for marketing and funding reports
- Coordinating international travel, compiling tour schedules and administrating VISAs
- Maintaining production files and folders and ensuring a tidy and up to date server
- Inputting data into the company's contacts database Salesforce
- Compiling company touring information packs and contact sheets through Salesforce
- Inputting production feedback forms
- Taking on administrative tasks for the Artistic Directors as and when required

### Productions

- Co-ordinating and administrating casting and AV checks when required
- Co-ordinating design and production meetings
- Co-ordinating debriefs with freelance personnel, venue partners and co-producers
- Working with the Admin and Finance Assistant to maintain a detailed and up to date show progress chart to include contracts and tour booking updates

### Press, Marketing and Digital

- Supporting administratively on audience development and outreach activity
- Supporting with distributing marketing materials
- Assisting with obtaining biographies and any other relevant programme information from members of the Cast, Production and Creative Teams
- Assisting in the compilation and printing of play texts and programmes

- Filing press clippings and compiling press packs
- Maintaining and updating accurate and up to date metrics database
- Ensuring all marketing and database tasks are carried out in line with GDPR and Paines Plough's Privacy Policy
- Co-ordinating the Roundabout Street Team and Audience Club during Edinburgh Festival Fringe

### **Finance**

- Assisting with gathering of all production expenses and invoices for running budgets and settlements
- Updating travel and credit card expenditure logs

### **Fundraising**

- Assisting in the delivery of Cultivation Events and to attend these events
- Supporting with funding application and report research when required

### **General**

- Attending weekly company meetings and team meetings
- Attending company previews, events and press nights as required
- Supporting work done by other members of the Production team and covering work in
  - their absence
- Being an enthusiastic advocate of Paines Plough and have a thorough understanding of the company's mission, vision and aims
- Working with Paines Plough's core staff in all pastoral aspects of production and day to day running of the company
- Adhering and contributing to all company policies and procedures

### **Person Specification**

Candidates need to possess the following attributes/skills to be considered for the position of Production Assistant role:

#### **Essential knowledge, skills and experience**

- An enthusiasm for theatre, particularly new writing
- Experience of working in an administrative role
- An ability to work well within a small team
- Excellent administrative skills and attention to detail
- Excellent oral and written communication skills



- A capacity to operate and understand IT packages and databases (affinity with Microsoft Word, Excel, Outlook, PowerPoint)

### Desirable knowledge, skills and experience

- Experience of working in the arts
- An awareness of the current theatrical landscape in the UK

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### Terms and Conditions

Salary: £20,000 per annum

Contract: Full time. (Fixed term – One Year)

Pension: Auto-enrolment in company pension scheme with 3% employer contribution and 3% employee contribution

Holiday: The basic annual holiday entitlement with pay is 20 days per year. In addition, authorised public holidays and the period between Christmas and New Year are given as holiday.

Hours: Normal office hours are between 10am and 6pm, Monday to Friday, with one hour for lunch. The nature of the job will require the post holder to work in excess of these hours on occasion and expect some evening and weekend work for which no overtime is payable. Five non-consecutive TOIL days can be taken each year.

Probation: Two months from the first day of appointment

Benefits: Season ticket loan scheme  
Bike to work scheme  
Theatre ticket allowance  
Training and professional development opportunities

Notice period: During the probationary period, two weeks' notice on either side is required. After completion of the probationary period, two months' notice on either side is required.