Job Description

Production Assistant

JOB TITLE: Production Assistant, Matilda London

REPORTING TO: General Manager, Matilda London

JOB PURPOSE: To assist and to provide support in the smooth running of the production office for Matilda London

KEY RESPONSIBILITIES:

- To be the first point of contact for the production office
- To assist the General Manager, Company Manager and Production Coordinator on the day to day tasks of running the production
- To work under the direction of the Production Coordinator to maintain fixtures, fittings, supplies and IT for the office spaces
- To provide administrative and secretarial support as required
- To manage and maintain the production office's day-to-day operations, administration and systems:
  - set up and administer accounts with suppliers
  - keep the production office stocked with stationery and supplies
  - deal with correspondence
  - keep contact sheets up to date
  - order props, costumes, technical supplies, musical instruments etc. as required
  - book vans, taxis and couriers as required
  - develop and maintain filing systems
  - keep all filing (paper and electronic) up to date
- To work under the direction of the Production Coordinator to advise and proof changes to the programme
- To deal with house seats requests from the industry, producers, creative team, company, parents and outside requests, maintaining a good working relationship with the box office and implementing an effective release system
- To coordinate private room bookings and Red Coats with RUT hospitality for special guests
- To arrange meetings, take minutes and organise refreshments as required
- To liaise with the Theatre Managers and RUT hospitality to keep the diary for the Cambridge Theatre's meeting rooms
- To book rehearsal and audition rooms where necessary
- To work with the Production Coordinator to find recast rehearsal venues twice-yearly
- To prepare copies of the vocal scores and scripts for rehearsals

March 2018

Person Specification

Production Assistant

- To deal with petty cash for the production office and various technical departments and to prepare or check returns
- To prepare credit card returns for the General Manager's credit card
- To use FocalPoint to check and code invoices.
- To liaise with the RSC's finance department to organise petty cash for the Company Manager and HODs
- Under the direction of the Production Coordinator, to check and approve weekly payroll for some members of the company
- To maintain budgetary control on given areas of responsibility as directed by the General Manager
- To work closely and proactively with the Company Manager and Children's Manager, providing support and assistance where necessary
- To book accommodation and make travel arrangements for producers, and the creative and technical team where necessary.
- To send out DBS applications as appropriate and witness ID
- To draft and administrate the RSC child actors' casting memos and contracts
- To prepare cast lists for distribution
- To prepare and distribute welcome packs for new company members
- To distribute cast lists and salary schedules
- To respond to charity request letters
- To respond to customer request letters and drafting complaint responses, liaising where necessary with theatre management
- To take responsibility for all assisted performances; working with the sound and LX departments, and with the RSC's planning office to coordinate the audio describers and captioners and to oversee scheduling and logistics for all access performances
- To work with the Theatre Managers to coordinate parties, VIP guests, building maintenance
- Under the direction of the Production Coordinator, to arrange parties at external venues and at the Cambridge Theatre.
- To organise gifts, flowers and cards from the producers as required (including first nights)
- To be present at events
- To provide support to the production coordinator and general manager on the day to day tasks of running the production

This list of responsibilities is not exhaustive and the employee will be required to perform duties outside of this as operationally required and at the discretion of their Line Manager.

<u>ESSENTIAL ATTRIBUTES:</u>

- Highly proficient organisation and administration skills
- Excellent communication and interpersonal skills

Person Specification

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- Impeccable spelling and grammar
- The ability to deal with sensitive or confidential information with discretion
- The ability to work efficiently and prioritise in a pressurised environment
- Good IT skills, experience with Microsoft Outlook, Word, Excel.
- A good knowledge and understanding of West End theatre practices
- Patience, tact, diplomacy, flexibility
- Attention to detail

FURTHER INFORMATION:

Office hours will normally apply but some weekend and evening work will be expected.

We are committed to building a diverse workforce and welcome applications from all individuals.

The Royal Shakespeare Company (no. 212481) is a publicly funded registered charity.