



## EXECUTIVE COORDINATOR JOB DESCRIPTION & PERSON SPECIFICATION / PUNCHDRUNK

**Responsible to:** General Manager

**Responsible for:** Executive Assistant

**Key relationships:** Co-Executive Producers, Artistic Director, General Manager, Senior Management Team (SMT), Senior Producers, Coordinators, Chair of the Board, Board Members

**Salary:** £32,000 - £35,000 per annum, depending on experience

**Contract:** Full time, fixed term 1 year with a possible extension

**Deadline for applications:** 14th August 2024

**How to apply:** Complete the application form here including your CV and cover letter.

If you have any questions or are experiencing any difficulties with the application process, please contact [workwithus@punchdrunk.com](mailto:workwithus@punchdrunk.com).

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### OUR HISTORY

For over 20 years Punchdrunk has pioneered a game-changing form of theatre, in which roaming audiences experience epic storytelling inside singular, sensory worlds. Today, our reputation at the forefront of the interactive experience is global, with the multi award-winning *Sleep No More* playing to sell-out audiences in New York since 2011 and in Shanghai since 2016.

Blending classic texts, physical performance and cinematic design detail, our productions immerse audiences in the world of each show, blurring the boundaries between space, performer and spectator. In this world, the choice of what to watch and where to go is yours alone. You are at the heart of the story, free to create your own unique, unrepeatable adventure.

Alongside live performance, we are curious about layering signature theatrical elements on to other art forms, new technologies and the real world.

Punchdrunk's theatrical works include: *The Drowned Man: A Hollywood Fable* (with the National Theatre), *The Crash of the Elysium* (Manchester International Festival), *The Duchess of Malfi* (with ENO), *Sleep No More* (with the American Repertory Theatre, Boston, Mass.), *It Felt Like A Kiss* (with Adam Curtis and Damon Albarn, Manchester International Festival), *Tunnel 228* (in collaboration with The Old Vic), *The Masque of the Red Death* (with Battersea Arts Centre), and *Faust* (in collaboration with the National Theatre).

### THE ROLE

The Executive Coordinator is a vital part of Punchdrunk's team. As the key support to two Co-Executive Producers you will work closely with all Punchdrunk staff, freelancers, creatives, production teams and external stakeholders. In this role, you will directly manage one

Executive Assistant, ensuring high standards of performance and providing professional development support.

We are seeking someone with excellent communication skills, who has an abundance of initiative and energy, a passion for organisation, and a keen eye for accuracy. We want someone who likes finding ways of improving systems, processes and environments, is empathetic, enjoys supporting people and with a positive and proactive outlook. You will ensure the smooth running of two Co-Executive Producers' diaries and be instrumental in providing comprehensive administrative support to them both. Working closely with the Executive Assistant you will be instrumental in helping to prioritise key meetings that need to be attended by the Artistic Director and Co-Executive Producers. Additionally, you will support the General Management team in key areas, contributing to the strategic planning and forward-thinking initiatives of the organisation.

The successful candidate will be confident, personable, flexible, and discrete. You will be able to adapt in an ever-changing environment and approach your work with a sense of humour and kindness. They will have excellent writing and verbal skills.

This is an exciting opportunity for someone looking to work in a vibrant, fast-paced, supportive, and creative environment with a company that is constantly developing and expanding its artistic output in the world of theatre and performance.

We encourage people to apply who have experience of working in other areas of theatre eg. stage management etc and are interested in changing career paths with an interest in producing, administration or general management.

## **KEY RESPONSIBILITIES**

### **Strategic Leadership and Forward Planning**

- Oversee strategic administrative support to two Co-Executive Producers, ensuring alignment with long-term organisational goals.
- Collaborate with Senior Management to develop and implement forward-thinking strategies that enhance operational efficiency.
- Proactively manage two Co-Executive Producers' schedules, prioritising meetings and engagements

### **Direct Line Management**

- Provide direct line management to one Executive Assistant, ensuring high standards of performance and professional development.
- Facilitate regular one to one meetings, performance reviews, and training sessions to ensure the Executive Assistant is well-supported and effectively contributing to the team's goals.

### **Diary Management & Travel Arrangements**

- Manage two Co-Executive Producer's diaries with a strategic perspective, ensuring seamless coordination of schedules, meetings, workshops, and events with internal and external stakeholders..
- Work closely with the Executive Assistant to strategize on meeting priorities, correspondence wording, schedules and work lists for Artistic Director and Co-Executive Producers.
- Regularly check in with Senior Producers, to optimise the Co-Executive Producers' time, keeping abreast of project headlines, issues, key commitments and production dates.
- Lead on the organisation and booking of complex domestic and international travel itineraries for the Punchdrunk team, including obtaining necessary visas and

accommodation.

### **First Point of Contact**

- Serve as a primary point of contact for visitors and guests to the London office, providing a professional and welcoming experience.
- Act as the main liaison for a range of creative contacts, funders, and stakeholders, maintaining the company's reputation through effective communication and relationship management.
- Represent Punchdrunk with diplomacy, discretion, and courtesy in all interactions.

### **Meetings**

- Prepare comprehensive briefing materials for the Co-Executive Producers in advance of meetings.
- In collaboration with the Executive Assistant, organise and manage weekly SMT meetings, including agenda preparation, minute-taking, and follow-up on action items with relevant teams.
- Facilitate strategic planning sessions and workshops to support the Co-Executive Producers and Senior Management in achieving long-term objectives.
- Support the Co-Executive Producers in preparing for meetings, providing research and arranging logistics.

### **General Administration**

- Handle incoming correspondence, draft replies, and manage email communications on behalf of the Co-Executive Producers as required.
- Maintain and update the Co-Executive Producers' To-Do List, ensuring priority tasks are addressed.
- Assist in the planning and execution of various projects.
- Monitor project timelines and coordinate with team members as needed.
- Manage the Co-Executive Producers' email and online filing systems, ensuring efficient information retrieval and storage.
- Process expense claims and coordinate with the Finance Manager on tracking credit card purchases and receipts.
- Support the General Manager in organising special events such as away days and internal social events, and with onboarding new staff.
- Handle enquiries and draft correspondence, ensuring all communication is polite, clear, and respectful.
- Support the smooth running of the office and workshop space, ordering office supplies and equipment and creating a welcoming environment for staff and visitors.

### **Governance**

- Act as a key point of contact for the Board, coordinating their engagement with the organisation,
- Organise and facilitate executive meetings, including board meetings and strategic planning sessions
- Organising Board inductions and recruitment.

### **Human Resources**

- Support HR functions and processes, ensuring policies and records are up-to-date and liaising with suppliers as required.
- Assist General Management in recruitment and induction processes, ensuring adherence to best practices and organisational values.

## **Finance**

- Support teams in adhering to data protection policies.
- Assist the Co-Executive Producers in accessing financial information, providing analysis as appropriate.
- Ensure timely payment of invoices and follow up with debtors as necessary.
- Support the Finance Manager with the inputting of invoices into accounting software.

## **Technology and Communication**

- Act as the point of contact for IT services, supporting the staff team to work efficiently both on and off-site.
- Work with the Co-Executive Producers to deliver strong, clear, and consistent communication between staff, freelancers and stakeholders.

## **General**

- Provide occasional administrative support to members of the Senior Management Team.
- Maintain excellent working relationships with staff across the organisation.
- Adhere to Punchdrunk's Company Policies at all times.
- Participate in regular staff meetings, team events, and company meetings as required.
- Undertake any other reasonable duties as required by the Artistic Director, Co Executive Producers, or General Manager.
- This role is designed for a professional capable of providing strategic administrative support and managing high-level responsibilities.
- Some national and international travel may be required

## **PERSON SPECIFICATION**

### **Essential Experience, Skills, and Attributes**

- Significant administrative experience..
- Proven ability to lead, manage, and develop.
- Exceptional organisational, strategic planning, and forward-thinking skills.
- Proactive approach in managing complex schedules and anticipating needs.
- Excellent diplomacy, sensitivity, and discretion in handling confidential information.
- Positive, friendly, and approachable demeanor when interacting with people at all levels.
- Strong influencing and negotiation skills with the ability to challenge the status quo.
- Excellent written and verbal communication skills, tailored to various audiences.
- Ability to maintain focus and handle multiple tasks in a busy office environment.
- Knowledge and understanding of the theatre industry and the theatre-making process.
- This role is based at Punchdrunk's offices in Woolwich and is an administrative role with strategic responsibilities..
- The job description provides an overview of the work the successful candidate will undertake and is not exhaustive.

### **Desirable Experience and Skills**

- Proficient in Macs, PCs and Google Suite applications.
- A keen interest in Punchdrunk's work.

## EMPLOYMENT TERMS

**Contract:** 1 year fixed term, full time (standard 40 hours per week, Monday - Friday 10am-6pm) with a possible extension

**Salary:** £32,000 - £35,000 per annum, depending on experience

**Probation period:** 3 months (notice during probation 4 weeks on either side)

**Notice period:** 3 months

**Pension:** 3% employer contribution, following completion of probation period

**Holiday:** 20 days per annum plus UK bank holidays rising to 25 days upon successful completion of 1 years service

**Place of Work:** Punchdrunk offices in Woolwich, London

Due to the nature of this role some evening or weekend work will be required. No overtime is paid but the Company operates a TOIL policy.

## HOW TO APPLY

To apply, please complete the application form [here](#), providing your CV and a brief statement (maximum 2 A4 sides) describing your suitability for the position and *specifically* how your experience matches the person specification.

If you have any questions or are experiencing any difficulties with the application process, please contact us at [workwithus@punchdrunk.com](mailto:workwithus@punchdrunk.com).

Applicants should provide contact details for two references and we will seek your permission before making direct contact with any referees. Please note that it is likely we will seek to take up 1 reference for candidates progressing to a second interview, prior to making an offer.

As an Equal Opportunities Employer, Punchdrunk welcomes applications from all sectors of the community, regardless of gender, age, race, sexuality or disability and makes appointments based solely on ability to fulfill the duties of the post. Candidates who are shortlisted for an interview will be given the opportunity to specify any access needs so that appropriate arrangements can be made.

## NOTES TO APPLICANTS

This is a guide to the nature of the work required. It is not wholly comprehensive and may be reviewed with the post holder and the line manager from time to time.

If you are called for an interview you will be required to sign Punchdrunk Non-Disclosure Agreement in advance of the meeting.

All applicants must be eligible to work within the UK.

## **RECRUITMENT TIMELINE**

Deadline for applications: 14th August 2024

Interviews: First round interviews are expected to take place w/c 19th August Contract commences: As soon as possible