



PRODUCTION and TECHNICAL COORDINATOR JOB DESCRIPTION & PERSON SPECIFICATION

Responsible to: Head of Production

Key relationships: Producing and General Management Team, Production Managers, Heads of Departments, Production, Crew, Lighting, Sound, Building and Design teams

Salary: £30,000 - £33,000 per annum, depending on experience

Contract: Full time, Fixed-Term contract (1 year with the possibility of extension)

Deadline for applications: 10am on 30th September 2024

Applications will be reviewed and interviews will take place on a rolling basis. Shortlisted candidates will be notified in due course. If you are interested in this role, we encourage you to submit your application as early as possible. We reserve the right to close this vacancy as soon as we have received sufficient applications for the role.

If you have any questions or are experiencing any difficulties with the application process, please contact workwithus@punchdrunk.com

OUR HISTORY

Founded in 2000 by Felix Barrett MBE, Punchdrunk is widely recognised as the “pioneer of the ‘immersive theatre’ phenomenon” (The Telegraph). The company is best known for their mask shows, a form of theatre in which roaming audiences experience epic storytelling inside singular, sensory worlds. These productions have been cited amongst the 40 creative moments that changed culture (Creative Review) and currently play across three continents: Sleep No More, New York has been running since 2011; Sleep No More, Shanghai (2016 - present) is the longest-running international show in China; and The Burnt City, London has welcomed over 200,000 audiences since it opened in March 2022. In March 2024, Punchdrunk announced their latest project, Viola's Room, opening in London in May 2024.

Alongside these landmark theatrical productions, Punchdrunk has taken its ground-breaking approach to live experiences and created cross-cultural collaborations in music, tech, fashion and TV - from projects with Rihanna to Jack White, Louis Vuitton to Alexander McQueen, and from Samsung to Brad Pitt's Plan B Studios. The company was listed amongst the 50 most influential artists of the last 50 years (Sky Arts, 2022) alongside David Bowie, Sir Steve McQueen and Vivienne Westwood.

Previous projects include: The Third Day (BAFTA-nominated TV series starring Jude Law and Naomie Harris with HBO and Sky Studios), Believe Your Eyes (with Samsung, 58th

Venice Biennale, 837, ArtBasel and Cannes 2016), ANTI diary (with Rihanna and Roc Nation), 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), 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

Punchdrunk is looking for an enthusiastic and proactive person to join our Production team. This position would suit someone who wishes to pursue a career in production management or technical management and who has a real interest in learning and gaining an in-depth understanding of technically running a venue and the theatrical immersive field. This member of the team will be assigned to a variety of technical and production tasks and events in our venue and work on areas of our large-scale projects..

We are looking for an individual who has some technical experience, an interest in further developing their technical and production skills, and who is able to proactively engage with the technical support of the running of the Woolwich venue. Ideally the candidate will also have experience working as either a Production Manager on a small scale production, as an Assistant or Associate Production Manager or in a project-focused technical role.

We are seeking a can-do individual with excellent communication abilities, meticulous attention to detail and someone who has great organisational skills.

JOB DESCRIPTION | Key Responsibilities

VENUE PRODUCTION & TECHNICAL SUPPORT & PROJECT MANAGEMENT

- Proactively engage with the production support required to run activities in our Punchdrunk Venue in Woolwich. This will include budgeting, scheduling, engaging staff and developing H&S paperwork and briefings
- Proactively budget and plan for new activities in the Woolwich venue as delegated
- Set up and manage activities within our existing venues, such as
 - Project workshops
 - R&D trials for the company
 - Accommodate certain rehearsals and hires of our space
- Schedule regular maintenance and inspections to preserve the venue's technical and scenic condition.
- Work with the Head of Production and Building Manager to ensure that periodic statutory requirements and safety checks are maintained and completed.
- Have an understanding and actively contribute to the health & safety processes and procedures. This might include inducting freelancers to the venue, and ensuring the correct RAMS are in place for the maintenance activities that will be carried out.
- Contribute to the upkeep and development of technical and production manuals.

- Deliver as Production Manager or Event Manager on small-scale projects and events when appropriate and in accordance to the level of responsibility and experience, and always in consultation with the Head of Production.
- Work as an Assistant Production Manager for our Production Managers on large scale productions in our building, as required.
- Production support and coordination of venue hires in collaboration with our hires and buildings teams.

LOGISTICS & INVENTORY

- Coordinate and manage the storage and organisation of production equipment, props and costumes.
- Assist with the procurement and maintenance of production supplies and materials.

GENERAL DUTIES

- General administration and support for the Head of Production and Production Managers, as required
- Development of project documentation
- Project financial management, development of budgets and budget management
- Production staff booking and onboarding
- Project financial management, development of budgets and budget management
- Conducting production research
- Preparing production costs to align with the budget
- Sourcing necessary production materials within budget limits
- Assisting with the recruitment of production staff as needed
- Supporting staff inductions and onboarding processes
- Edit, scale and measure AutoCAD files
- Ability to develop and write RAMS and Method Statements
- Meeting minute taking
- Occasional venue upkeep maintenance
- Occasional technician duties

PERSON SPECIFICATION

Essential

- H&S awareness
- Basic AutoCAD
- Production communication skills
- Excellent organisational and administrative skills
- Knowledge of safety protocols, risk assessments, and regulatory requirements in a theatre environment.

- Set up and use of budgets as a project management tool
- Basic but solid understanding of lighting and sound technical elements
- Basic but solid competency with the use of tools
- Strong organisational skills to oversee multiple tasks, deadlines, and production phases simultaneously
- Excellent verbal and written communication, with the ability to convey technical requirements clearly to non-technical team members
- Proactive and able to work independently, anticipating and solving production-related issues without supervision
- Ability to remain calm under pressure and adapt to the dynamic nature of live performance
- 3 years minimum experience as an Event or Production Manager on a smaller scale, a Production Coordinator, an Assistant or Associate Production Manager or experience in a project-focused technical role

Desirable

- An interest in Punchdrunk's work
- Knowledge of security and emergency evacuation procedures
- First Aid Training and Fire Marshal training

EMPLOYMENT TERMS

- Fixed-term contract / Full time (1 year with the possibility of extension.)
- Pension contribution, following completion of probation period.
- 20 days holiday per annum (rising to 25 days after one year) + UK bank holidays
- 3 month probation.
- Place of Work: Punchdrunk offices in Woolwich

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.

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

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 one reference for candidates progressing past a first 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 interview will be given the opportunity to specify any access needs so that appropriate arrangements can be made.

RECRUITMENT TIMELINE

Applications will be reviewed and interviews will take place on a rolling basis.

Deadline for applications: 10am on 30th September 2024

Interviews: 2nd - 4th October

Contract commences: TBC

We reserve the right to close this vacancy before the advertised closing date if we receive sufficient applications for the role. Therefore, if you are interested in this role, we encourage you to submit your application as early as possible.