



PRODUCING COORDINATOR JOB DESCRIPTION & PERSON SPECIFICATION

Responsible to: Senior Producers

Key relationships: Senior Producers, Producers and General Management

Salary: £30,000 - £35,000 per annum, depending on experience

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

Deadline for applications: Monday 2nd December 2024

Interviews commence: Wc 9th December 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.

Please send in your application using the link [here](#).

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, Punchdrunk has pioneered a game-changing form of theatre which places the audience at the very heart of the action. Recently listed amongst the 50 most influential artists of the last 50 years (Sky Arts, 2022) alongside Bowie, Sir Steve McQueen and Vivienne Westwood, Punchdrunk disrupts the theatrical norm, creating worlds in which audiences can rediscover the childlike excitement of exploring the unknown.

Its iconic "mask" shows, which redefined the genre of immersive experiences, have been cited amongst the 40 creative moments that changed culture (Creative Review), and have found phenomenal success across the globe, with record-breaking productions established in the US, UK and China. *Sleep No More* in New York has been playing to sell out audiences since 2011, and in Shanghai the show has been running since 2016, making it the longest running show in the city's history. *The Drowned Man: A Hollywood Fable* broke the National Theatre's box office records when it went on sale in 2013. Punchdrunk's 2022 London production, *The Burnt City*, became the company's longest-running show in its home city, coinciding with the opening of its first permanent venue at 1 Cartridge Place in Woolwich.

In 2024, *Viola's Room* debuted in Woolwich, marking a bold shift from Punchdrunk's signature mask performances. This intimate, barefoot sensory experience distilled two decades of the company's immersive expertise, using binaural sound to create a deeply personal journey.

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Alongside these landmark live theatrical experiences, Punchdrunk has taken its ground-breaking approach to cross-cultural collaborations in music, tech, fashion and TV: from projects with Rihanna to Jack White, Louis Vuitton to Alexander McQueen, and HBO to Brad Pitt's Plan B Studios – most recently with TV series *The Third Day*, starring Jude Law, Naomie Harris, Katherine Waterston, Emily Watson and Paddy Considine which included the Bafta-nominated live event: *The Third Day: Autumn*: a 12-hour live episode, filmed in one continuous take.

Punchdrunk's past 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), *Faust* (in collaboration with the National Theatre), and *The Burnt City*.

THE ROLE

The Producing Coordinator will support Senior and Project Producers in planning, executing and running both local and international projects.

JOB DESCRIPTION | RESPONSIBILITIES INCLUDE:

- Assist Senior and Project Producers with planning and coordinating local and international projects.
- Write, amend, and maintain schedules, including travel itineraries and producing plans, incorporating feedback from departments.
- Organise team meetings, prepare agendas, take notes, and track action points.
- Coordinate travel, accommodation, and visas for producing team and international creatives, performers and collaborators.
- Liaise with the General Management team on contracting and inductions for freelancers, artists, and suppliers.
- Track and reconcile project expenses, assisting with budget management.
- Process purchase orders, invoices, and payments in line with financial procedures.
- Liaise with technical, production, and logistics teams for shipping, transport, and equipment needs.
- Ensure compliance with health & safety regulations.
- Ensure compliance with visa/work permit requirements.
- Act as a point of contact for the creative and production team(s), coordinating schedules and logistics.
- Communicate and collaborate with internal teams to ensure information flows between departments (e.g., creative, production, finance, marketing).
- Provide regular updates and reports to Senior and Project Producers on progress and key milestones.
- Manage and maintain producing documents, including budgets, schedules, and timelines.
- Coordinate casting, rehearsals and R&D setup within the Woolwich venue and off-site as required, ensuring necessary materials are available with production support.
- Support with international logistics, coordinating with teams for shipping and customs.
- Assist with post-project tasks such as budget reconciliation and archiving / show bibling.

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- Support general administrative tasks to ensure smooth running of projects and company operations.
- Communicate effectively with internal and external stakeholders to ensure smooth project delivery.
- Other duties may be assigned where relevant and reasonable

Skills/Experience:

Essential:

- **Project Coordination:** Experience managing project logistics, timelines, and schedules in theatre, live events, or arts organisations.
- **Strong Organisational Skills:** Ability to handle multiple tasks, prioritise effectively, and maintain attention to detail.
- **Communication and Interpersonal Skills:** Strong written and verbal skills for clear communication with internal teams, artists, and external partners.
- **Budgeting and Financial Management:** Competence in tracking expenses, processing invoices, and working within project budgets.
- **Problem-Solving and Adaptability:** Quick-thinking and resourceful, able to adapt to changing circumstances in changing environments.
- **IT and Administrative Skills:** Proficiency in Google Suite or similar software to manage schedules, documents, and project administration.
- **Attention to Detail:** Meticulous in managing contracts, documentation, and ensuring compliance with regulations.
- **Collaboration:** Ability to work collaboratively with a large team

Desirable:

- **Experience in International Logistics:** Familiarity with coordinating international travel and visas.

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 Monday 2nd December 2024

First round Interviews: Wc 9th December 2024

Contract commences: From January 2025

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.