
Job Description

Job Title:	Production Co-ordinator
Hours:	40 hours per week
Location:	BKL Head Office, London (Paddington)
Salary Band:	£30,000-£35,000 (dependent on experience)
Reports To:	Head of Production
Responsible for:	In conjunction with the Head of Production; all stage management and production staff
Works with:	Producers, Artistic Producer, Programmer, Finance Department and BKL Office Staff

Application Information:

To apply please send your up-to-date CV and a cover letter outlining why you are suitable for the role by email to opportunities@kenwright.com Please include your current notice period (if any) and when you would be available to start.

Main Purpose

Bill Kenwright Ltd is looking to appoint a Production Co-ordinator to join their busy Production Department. Working with the Head of Production, the Production Co-ordinator will assist in the smooth delivery, running and logistics of multiple theatre productions across the UK, West End, and internationally.

The key elements of the role are:

- To assist the Head of Production with the administration of budget management and overall delivery of all productions ensuring and maintaining high production values.
- Assist the Head of Production with show staffing, including interviewing and contracting production and show staff as necessary.
- To process weekly financial paperwork including payroll, petty cash, and invoices alongside the Finance Department. To file all show contras and time sheets.
- To keep track of financial expenditure on productions updating budget sheets.
- To manage touring haulage requirements, in the UK and abroad, alongside external haulage companies.
- To assist in creating and updating production/tour schedules as required.
- To assist the Head of Production with the timely and effective communication of technical information and plans for each production whether touring, West End, Co-productions or international.
- To work with the Head of Production to co-ordinate all technical aspects and details of new productions.
- To support and work with the Workshop & Stores Manager to ensure the suitable and safe storage of technical equipment, instruments, costumes, props, and scenery to allow for re-use, including facilitating the completion of the asset management system.
- To be aware of changing Health and Safety and other key laws and legislation, and ensure it is adhered to throughout all works.

General Information

Bill Kenwright Ltd is one of the UK's largest commercial theatre producers, the company produces a range of touring, West End, and international productions in addition to running both Theatre Royal Windsor, The Other Palace London and its film and TV department BK Studios. Head office is based in Little Venice a 5-min walk from London Paddington station.

With over 5 decades of producing and more than 500-productions to date, the company is one of the most established theatre producers in the UK. Recent productions include Heathers (West End and UK Tour), Blood Brothers (West End and UK Tour), Saturday Night Fever (West End and UK Tour), Be More Chill (West End), Hamlet & The Cherry Orchard (Windsor season with Ian McKellen), Catch Me if you Can (UK Tour), Cat & The Canary (UK Tour), Evita (West End and UK

Tour), The Best Man (West End), Cabaret (West end and international tour), Dreamboats and Petticoats (West End and UK Tour) amongst many others. In addition to head office and its two venues (Theatre Royal Windsor and The Other Palace), BKL also owns a large warehouse facility for the storage of scenery, costumes, props, instruments, and production technical equipment for all its productions.

The ideal candidate will have experience of working within a theatrical environment either as a Stage Manager, Production Assistant or Production Co-ordinator with knowledge of a range of productions from plays to musicals. Experience of working across multiple productions at any one time is desirable. Some evening and weekend work is required, particularly during production weeks and show visits.

Responsibilities include:

1. To assist the Head of Production in the running and management of shows on tour, internationally, and in the West End.
2. To take the lead on running productions, dealing with day-to-day issues e.g. ordering consumables, organising the repair of broken items etc.
3. To liaise with touring venues regarding schedules and technical riders to ensure all requirements can be met appropriately.
4. To assist the Head of Production with recruitment, line-management, and co-ordination of all production and show specific staff, working closely with technical HOD's and company managers to ensure good and timely communication to all departments.
5. At the direction of the Head of Production, organise transport and accommodation as required.
6. To book and manage rehearsal room requirements including the movement of props, costume, and set as necessary.
7. To arrange and attend Technical, Production and Head Office meetings, distributing schedules and plans and to take and distribute minutes as required. To follow up on actions ensuring all technical production issues raised are actioned.
8. To ensure all departments - internal and external - are kept up to date with production related matters.
9. Liaise with external suppliers regarding show requirements.
10. Manage the weekly movements of the company driver.
11. Alongside the Head of Production, assist and co-ordinate the creation and opening of new productions.
12. To take responsibility for looking after props, costumes and wigs on all new and running productions. This includes working with the supervisor on budgets, schedules, fittings, logistics, transport, packing, carnets, shipments and cast changes.
13. To oversee shipments and logistics of all scenic items, costumes, and props. Including the creation of relevant customs and shipping paperwork.
14. Act as a liaison between external freelance staff and the Production and Producers departments.
15. Support and assist with the smooth running of the production department.
16. To lead on production archiving, updating all departmental and show paperwork as necessary, ensuring full archives of show bibles and paperwork are recorded.

17. To assist in ensuring that all production work is undertaken in line with the latest applicable H&S legislation, ensuring training and certification is undertaken as required. Utilising support from our external H&S consultants to support the suitable planning, assessing and delivery of all activity in line with suitable safe working practices.
18. To log show accident reports and complete a regular trend analysis.
19. To work and liaise with our venue technical and management teams at both Theatre Royal Windsor and The Other Palace as required.
20. To maintain effective internal working relationships with other BKL departments, in addition to always acting as an ambassador for the company.
21. Any other duties appropriate to the post and under the Equalities Act with due consideration to any employees with a "protected characteristic" and within the framework of equal opportunities.
22. Lead on creating a culture of pride in the workplace by always ensuring clean and well-presented office.

PERSON SPECIFICATION

Position Title:	Production Co-ordinator	Date Reviewed:	27/02/2023
Department:	Production Office		

AF= Application Form		I = Interview		T= Test	
	REQUIREMENTS	Essential	Desirable	Assessed	
1.	EXPERIENCE AND KNOWLEDGE				
1.1	Knowledge and experience of touring theatre either in the UK or internationally	✓		AF/I	
1.2	Demonstrable understanding or experience in Production Management		✓	AF/I	
1.3	Experience in budget management administration		✓	AF/I	
1.4	Strong initiative and drive to work with colleagues to further develop departmental process and procedures	✓		AF/I	
1.5	Understanding of current H&S legislation including but not limited to H&SAW, CDM, LOLER.	✓		AF/I	
1.6	Working knowledge of industry union agreements between UK Theatre / SOLT / Equity / BECTU/ MU		✓	AF/I	
1.7	Experience of using CAD software including AutoCAD and or Vectorworks		✓	AF/I	
1.8	Good attention to detail, excellent verbal, and written communication skills with good information technology skills.	✓		AF/T/I	
1.9	Working knowledge of theatre departments including carpentry, electrics, and sound.		✓	AF/T/I	
1.10	Demonstrable understanding and experience in technical theatre.		✓	AF/T/I	
1.11	Proven administration and numeracy skills.	✓		AF/T/I	
1.12	People management skills, including the ability to lead and motivate a team of freelancers.	✓		AF/T/I	
1.13	Able to work under pressure and to strict deadlines.	✓		AF/I	

2.	COMPETENCIES			
2.1	WORKING WITH PEOPLE a. Demonstrates an interest in and understanding of others b. Adapts to the team and builds team spirit c. Recognises and rewards the contribution of others d. Listens, consults others and communicates proactively e. Supports and cares for others Develops and openly communicates self-insight such as an awareness of own strengths and weaknesses	✓		AF/T/I
2.3	RELATING AND NETWORKING a. Establishes good relationships with customers and staff b. Builds wide and effective networks of contacts inside and outside the organisation c. Relates well to people at all levels d. Manages conflict e. Uses humour appropriately to enhance relationships with others	✓		AF/T/I
5.2	CREATING AND INNOVATING a) Produces new ideas, approaches or insights b) Creates innovative products or designs c) Produces a range of solutions to problems d) Seeks opportunities for organisational improvement e) Devises effective change initiatives	✓		AF/I/T
6.1	PLANNING AND ORGANISING a. Sets clearly defined objectives b. Plans activities and projects well in advance and takes account of possible changing circumstances c. Manages time effectively d. Identifies and organises resources needed to accomplish tasks a) Monitors performance against deadlines and milestones	✓		AF/I/T
6.2	DELIVERING RESULTS AND MEETING CUSTOMER EXPECTATION a. Focuses on customer needs and satisfaction b. Sets high standards for quality and quantity c. Monitors and maintains quality and productivity d. Works in a systematic, methodical and orderly way a) Consistently achieves project goals	✓		AF/I/T
2.6	ENTREPRENEURIAL AND COMMERCIAL THINKING a. Keeps up to date with competitor information and market trends b. Identifies business opportunities for the organisation c. Demonstrates financial awareness d. Controls costs and thinks in terms of profit, loss and added value	✓		AF/T/I
3	EDUCATION AND TRAINING			
3.1	Educated to degree level with a focus on Production management, stage management or technical theatre, or equivalent career experience.	✓		AF
3.2	IOSHH or CIEH H&S Qualifications		✓	AF
3.3	A minimum of 5 GCSE grade A*-C passes, including in English and Math's	✓		AF

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