



Royal Court Theatre
Sloane Square, London, SW1W 8AS
Admin 020 7565 5050
royalcourttheatre.com
info@royalcourttheatre.com

The Jerwood Theatres at the Royal Court Theatre
The English Stage Company Limited at the Royal Court Theatre
Registered in England & Wales company number 539332
Registered charity number 231242 VAT number 238 9311 47

JOB DESCRIPTION

PRODUCING CO-ORDINATOR

Full time, permanent

ABOUT THE ROYAL COURT

The Royal Court is the writers' theatre - the leading national and international force for championing, cultivating and supporting theatre writers. Through work on our stages alongside national and local projects, we pioneer the theatrical form, explore big ideas, empower new voices – and in doing so enrich and enliven audiences and communities through transformative experiences.

In January 2024, our new Artistic Director David Byrne took up leadership of the Royal Court. Alongside his first season as artistic director, this coming year is a key moment to re-interrogate and renew our work. We have a focus and ambition to be the most relevant, exciting and meaningful version of 'the writers' theatre' across the next decade.

The Royal Court is committed to fostering an inclusive and collaborative culture in which everyone can do their best work. We are an equal opportunities and disability confident employer. We are particularly keen to receive job applications from individuals with protected characteristics currently under-represented in our workforce, particularly including Black & Global Majority and D/deaf & disabled applicants.

ABOUT THIS ROLE

Job Title: Producing Co-ordinator

Line Manager: Head of Producing & Partnerships

MAIN PURPOSE

This key role is a core part of the Royal Court's busy producing team, with a focus on high-quality co-ordination and administration to underpin all our work. The job focuses particularly on managing key processes and systems around the delivery of work on stage as well as other projects, including production administration, scheduling, contracting, rehearsals and casting.

The role will manage a high volume of correspondence and support multiple strands of activity, with strong organisational skills and attention to detail vital in ensuring our production processes run smoothly with efficient internal and external communication and up-to-date record-keeping. While much of the focus of the role is administrative and procedural, this will also be an unrivalled opportunity for someone early in their career to learn about all aspects of producing at a leading new writing theatre and be part of shaping our next steps.

RESPONSIBILITIES

Production Administration

- Undertaking availability checks for design teams as instructed by the Producers or the Artistic Director and updating the creative database and fees log.
- Arranging UK and International travel and accommodation for creative teams, artists and staff including making visa applications and supporting touring/co-production partners.
- Submitting license applications for child performers, liaising with local authorities as required and working to ensure we uphold best practice when employing child actors.
- Maintaining key records and files around projects and shows, including up-to-date contact sheets, scripts and schedules; and proof-reading documents, free sheets and other materials.
- Supporting co-ordination of press nights and other events including managing guest lists.
- Attending first previews, press nights and other events as required and supporting the Producers in providing post show drinks on previews and press nights.
- Liaising with marketing, press and development teams as required in the lead up to announcements and events, including registering shows with SOLT for awards consideration.
- Supporting the delivery of one-off events, readings, workshops and other projects; and carrying out related production tasks as required, including liaising with technical and production teams.

Contracts & casting

- Drafting and issuing contracts for creative teams, actors, stage management and other partners, ensuring they are checked and signed by relevant staff and efficiently issued and returned.
- Managing the department's filing systems to ensure that all fully executed contracts are logged and accurately filed and liaising with the Finance Department regarding contract-related fee payments and ensuring invoices have been submitted in appropriate timelines/systems.
- Offering administrative support to casting directors as required; including checking availabilities, booking spaces and setting up / facilitating auditions and meetings.
- Liaising with actors' agents as needed and updating information on the casting database.

Rehearsals & scheduling

- Copying/printing and distributing updated scripts.
- Preparing rehearsal and performance schedules for each production, filing and circulating to all relevant staff; and ensuring the Company Manager, creative teams and companies receive an accurate schedule and regular updates.
- Supporting the Company Manager with arrangements for company welcome, induction and first day of rehearsals; sending calls to creative teams/companies; and ensuring the wider organisation are aware of key moments.
- Administering the day-by-day schedule and ensuring it is accurate.

General

- Contributing to a respectful and inspirational working culture at the Royal Court, including in relation to sustainability, health and safety, safeguarding and other policies; and upholding and developing our commitments and practice around anti-racism and anti-oppression.



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- Attending and contributing to weekly producing team meetings, feeding into our overall approach to producing and taking a flexible, collaborative approach to the delivery of all the producing team's work.
- Attending regular cross-departmental meetings (including with operational and communications teams) and working to ensure effective information-sharing around productions and projects to support the overall work of the teams at the Royal Court.
- Issuing, logging and collating Equal Opportunities forms from creative teams and companies for productions, play development and other activity to support accurate reporting.

This job description is a guide to the nature of the work required of the Producing Co-ordinator. The post holder may be required to undertake other duties appropriate to the nature of the post as agreed with the Executive team.



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PERSON SPECIFICATION

Knowledge/Experience

- Working knowledge of and interest in new writing and the theatre sector more broadly.
- Experience in an administrative role within a producing theatre or company.
- Understanding of and commitment to the progression of anti-racism and anti-oppression in the workplace and through your role.

Skills/Abilities

- Highly organised with a systematic approach to administrative tasks and excellent eye for detail.
- Able to juggle multiple priorities and tasks and respond quickly and efficiently within a fast paced working environment.
- Self-motivated and proactive, with the ability to plan ahead, predict needs and meet deadlines.
- Excellent interpersonal and communication skills, able to deal confidently with a wide range of people and in different contexts.
- An appreciation of the need for confidentiality, discretion and tact as part of our work.
- A strong team player with a collaborative approach.
- Excellent IT skills, especially including Excel, Word and Outlook.

HOW TO APPLY

To apply, please send a CV and short covering letter (no more than two sides of A4) in Word doc or PDF. The covering letter should clearly address the key criteria outlined in the job advert.

Your application can also be sent through in the form of a voice note, or PowerPoint presentation (no more than five slides). Should there be a more accessible format in which you would prefer to send an application, please email the recruitment inbox.

Applications should be sent to the recruitment inbox at recruitment@royalcourttheatre.com.

The deadline for applications is Wednesday 10th July. We are aiming for interviews to take place in the week beginning 15th July.

The Royal Court Theatre operates the Disability Confident scheme, which means you are guaranteed to be shortlisted to the next stage if you meet the minimum criteria. Please clearly outline in your email if you would like to be considered under this scheme.



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TERMS AND CONDITIONS

Hours: 40 hours per week, usually 10m - 6pm Monday – Friday (1 hour lunch break)
Due to the nature of this role some evening and weekend work will be required and you may be asked to work additional hours from time to time. A TOIL system is in place to balance unusual hours.

Contract: Full time/Permanent

Salary: £29,246.88 (gross) per year

Holiday Entitlement: 25 days per year, plus bank holidays

Pension: The English Stage Company operates a defined contribution pension scheme. All eligible staff members will be automatically enrolled after three months' service and contributions will be made at the current rates as set by the Pensions Regulator, which is 8% of qualifying earnings (3% employer/5% employee). For more details, please visit: <https://www.gov.uk/workplace-pensions/joining-a-workplace-pension>

All permanent members of staff who have completed their probation period are entitled to join the English Stage Company's salary sacrifice pension scheme, where contributions will be matched up to a maximum of 5% of gross salary provided that the minimum total contribution under auto-enrolment rules is met.

Other Benefits:

- Complimentary and discounted tickets for performances, subject to availability and the Royal Court's staff ticket policy.
- Discount on meals and drinks in the Royal Court's Bar and Kitchen.
- Cycle to work and season ticket loan schemes.
- Free life insurance.
- Discretionary days leave at Christmas.
- Staff social events