



Royal Court Theatre  
Sloane Square, London, SW1W 8AS  
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royalcourttheatre.com  
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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 ASSISTANT**

**Full time, permanent**

### **ABOUT THE ROYAL COURT**

The Royal Court is the writer's 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, these coming years are 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 Assistant

**Line Manager:** Shared by the Producers

### **MAIN PURPOSE**

The Producing Assistant is a key role within the busy Producing department at the Royal Court, delivering meticulous administration to underpin all our work. The role focuses 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.

We are looking for someone with a strong foundation in theatre or arts administration, who is looking to develop their career in a busy and ambitious producing team. You'll bring experience of supporting productions or creative projects, a clear and confident communication style and a proactive, organised approach to administration. You will have the opportunity to coordinate internally across departments and represent the Royal Court with excellence to external parties.

The Producing department consists of: Head of Producing & Partnerships, Producers x 2, Casting Associate, New Writers and Participation Producer and Producing Assistant.

## **RESPONSIBILITIES**

### **Production Administration:**

- Supporting the producing delivery of shows, Q&As, Young Playwrights Festival, Open Submissions readings and R&Ds, creating key records and coordination, including up-to-date contact sheets, production schedules, updating and distributing scripts.
- Coordinating relevant personnel for all meetings, R&Ds, Q&As, rehearsals, and technical periods.
- Undertaking availability checks for creative teams and updating databases and fees log.
- Supporting the producers in arranging UK and international travel and accommodation, including visa applications.
- Preparing license applications for child performers, liaising with local authorities as required and working to ensure we uphold best practice when employing child actors.
- 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.
- Creating programme playtext pages and freesheets, including collating CVs / biogs, departmental information including sponsors / funders and securing approvals.
- 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.
- Arranging preview drinks and press night gifts and cards.
- Supporting the co-ordination and delivery of press nights, post-show events and wrap around content.

### **Casting Administration:**

- Providing administrative support to the Casting Associate, as required, on their Jerwood Theatre Upstairs casting; 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.



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## **Contract Administration:**

- Providing administrative support to the Producers by populating 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.
- Maintaining accurate filing systems to ensure that all fully executed contracts are logged and filed; liaising with the Producers and Finance Department regarding contract-related fee payments and ensuring invoices have been submitted in appropriate timelines/systems.

## **General:**

- Attending and contributing to weekly producing team meetings, and taking a flexible, collaborative approach to the delivery of all the Producing department'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.
- Gathering and logging equal opportunities data for productions and projects when required and feeding into our annual Arts Council England reporting.
- Contributing to departmental development work, including reviewing and improving internal systems and processes as agreed.
- Contributing to a respectful and inspirational culture for playwrights and creatives at the Royal Court, including upholding and developing our commitments and practice around anti-racism and anti-oppression.
- Ensuring all data is safely gathered and logged for productions and projects, adhering to GDPR.

This job description is a guide to the nature of the work required. The post holder may be required to undertake other duties appropriate to the nature of the post as agreed with the line managers and Head of Producing & Partnerships.



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## PERSON SPECIFICATION

### Knowledge and Experience:

- Previous experience in an administrative role for a theatre company / building, or as an independent theatre producer.
- Previous experience working with freelancers and agents / external partners in a professional context.
- Understanding of the practical processes involved in making theatre – from contracting and scheduling to rehearsals and production periods.
- Awareness of how to create inclusive, welcoming environments for artists and creative teams.
- Confidence managing and maintaining administrative systems such as schedules, contact lists, and filing processes.
- Understanding of the Royal Court's artistic mission and genuine interest in new writing.

### Skills:

- Excellent organisational skills, with the ability to manage multiple tasks and deadlines at once.
- A systematic approach to administrative tasks, including the ability to provide constructive update reports regularly.
- Clear and effective communicator – both written and verbal.
- Collaborative and supportive team player.
- Excellent attention to detail, especially in regards to proofreading and financial literacy.
- Proactive and able to anticipate needs or solve problems independently, where required/
- Comfortable using Microsoft Office (Word, Excel, Outlook) and willing to learn new digital tools or systems (e.g. SharePoint, databases).
- Commitment to anti-racism, inclusion and creating respectful, equitable working environments.



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## TERMS AND CONDITIONS

Hours:	40 hours per week, usually 10pm - 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:	£31,063.50 (gross) per year
Holiday Entitlement:	25 days per year, plus bank holidays
Pension:	<p>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: <a href="https://www.gov.uk/workplace-pensions/joining-a-workplace-pension">https://www.gov.uk/workplace-pensions/joining-a-workplace-pension</a></p> <p>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.</p>

### 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.