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## **Job Description**

<b>Job Title:</b>	Production Co-Ordinator / Receptionist
<b>Hours:</b>	40 hours per week
<b>Location:</b>	BKL Head Office, London (Paddington)
<b>Salary Band:</b>	£28,000-£32,000 (dependent on experience)
<b>Annual Leave:</b>	25 days holiday per annum, plus bank holidays
<b>Reports To:</b>	Head of Production, Production Manager
<b>Works with:</b>	Office Manager, Stores Manager, Stores Supervisor, All production staff and stage management

### **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](mailto: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 and the Production Manager the Production Co-Ordinator / Receptionist will assist in the smooth delivery, running and logistics of multiple theatre productions across the UK, West End, and internationally as well as supporting the office manager with some elements of running a busy London office.

The key elements of the role are:

- To assist the Head of Production and the Production Manager with the administration and delivery of all productions ensuring and maintaining high production values.
- Assist the Head of Production and the Production Manager 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 documentation both for the running of productions and archiving upon closing.
- 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, including ordering supplies, arranging deliveries, and booking transport and accommodation for production staff.
- 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.
- To support the Office Manager with the general administration of the London head office, including answering the telephone and door entry system, liaising with suppliers, booking meeting rooms for auditions and meetings, and liaising with suppliers and contractors as needed.

## General Information

The Bill Kenwright Group of companies includes 3 core elements:

### Bill Kenwright Ltd

Bill Kenwright Ltd is one of the largest and most established commercial theatre and entertainment producers with over five decades experience of producing more than 500 productions to date – including tours, West End, and international productions.

Recent productions include: Cruel Intentions (West End), Ian McKellen & Roger Allam in Frank & Percy (West End) Heathers (West End and UK Tours), Calendar Girls the Musical (UK Tour), Blood Brothers (West End and UK Tour), My Son's a Queer (West End), 12 Angry Men (UK Tour), The Shawshank Redemption (UK Tour), Home I'm Darling (UK Tour), Saturday Night Fever (West End & UK Tour), Be More Chill (West End), Hamlet & The Cherry Orchard (Windsor season with Ian McKellen), Cat & The Canary (UK Tour), Evita (West End and UK Tour), The Best Man (West End), Foxfinder (West End), Cabaret (West end and international tour), amongst others.

### BK Studios – Film & TV

BK Studios is a London based Film and TV production and financing company, specialising in commercially driven content for global audiences. The company was founded in September 2021 by the late Bill Kenwright CBE and is led by seasoned producer and financier David Gilbery ('The Lost Daughter', 'Untouchable', 'Bone Tomahawk', '47 Meters Down' amongst many others)

BK Studios prides itself on working with exciting creative talents to tell compelling stories that inspire, entertain, and move people.

Recent productions include:

'The Shepherd' | Fantasy drama starring John Travolta & Ben Radcliffe directed by Iain Softley

'The Kill Room' | Crime thriller starring Samuel L. Jackson & Uma Thurman directed by Nicol Paone

'The Critic' | Period drama starring Ian McKellen, Gemma Arterton & Mark Strong directed by Anand Tucker

'My Sisters Bones' | Psychological thriller starring Jenny Seagrove, Anna Friel, Ben Miles & Olga Kurylenko directed by Heidi Greensmith

'Hamlet' | A ground-breaking modern day adaptation starring Ian McKellen directed by Sean Mathias

'Long Day's Journey Into Night' | Period drama starring Jessica Lange, Ed Harris, Colin Morgan & Ben Foster directed by Jonathan Kent

'Heathers the Musical' | A major motion picture stage capture of the award-winning live production directed by Andy Fickman

'Year 10' | post-apocalyptic thriller directed by Benjamin Goodger

'Eternal Return' | Fantasy romance starring Kit Harrington & Naomi Scott directed by Yaniv Raz

'Please Don't Feed the Children' | Psychological thriller starring Michelle Dockery & Giancarlo Esposito directed by Destry Allyn Spielberg

### Bill Kenwright Theatres

We are proud to own and operate Theatre Royal Windsor and The Other Palace in London

Nestled in the shadows of Windsor Castle, Theatre Royal Windsor has a history stretching back over 245 years. The current Grade II listed 633 seat theatre opened in 1910.

One of the only completed unsubsidised regional producing theatres in the UK that operates all year round, Bill Kenwright Ltd took over the operation of the Theatre in 1997 following its closure. Bill Kenwright himself starred in many productions here as a young actor under John Counsell's management in the 1960's and 70's.

The theatre produces a range of plays and musicals which subsequently tour the UK or transfer into the West End, as well as its annual pantomime which has now been running for over 85 consecutive years.

The Other Palace (formerly known as the St James Theatre) is built on the site of the Westminster Theatre, with a 312-seat main house and a studio seating 120. The Other Palace focuses on being a creative hub for new theatre, where theatre is developed, discovered, explored, and celebrated.

Bill Kenwright Ltd purchased the theatre in 2021 from Andrew Lloyd Webber's LW Theatres, reopening the venue from the pandemic with a record-breaking season of *Heathers the Musical*, followed by a sell-out premiere of *Frank & Percy* starring Ian McKellen & Roger Allam.

The Other Palace champions and promotes new writing and new musicals with regular workshops, readings, opportunities to get involved and performances of emerging work.

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 support the Head of Production and the Production Manager 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 and book 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 support the Office Manager with the running of the London head office, including answering the phone and directing calls / taking messages, answering the door entry system and greeting visitors, manning reception desk if required, liaising with suppliers, booking meeting rooms for auditions and meetings, and liaising with suppliers and contractors as needed.
8. 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.
9. To ensure all departments - internal and external - are kept up to date with production related matters.
10. Liaise with external suppliers regarding show requirements.
11. Manage the weekly movements of the company driver.
12. Alongside the Head of Production and the Production Manager, assist and co-ordinate the creation and opening of new productions.

13. 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.
14. To oversee shipments and logistics of all scenic items, costumes, and props. Including the creation of relevant customs and shipping paperwork.
15. Act as a liaison between external freelance staff and the Production and Producers departments.
16. Support and assist with the smooth running of the production department.
17. To lead on production archiving, updating all departmental and show paperwork as necessary, ensuring full archives of show bibles and paperwork are recorded.
18. 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.
19. To log show accident reports and complete a regular trend analysis.
20. To work and liaise with our venue technical and management teams at both Theatre Royal Windsor and The Other Palace as required.
21. To maintain effective internal working relationships with other BKL departments, in addition to always acting as an ambassador for the company.
22. 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.
23. Lead on creating a culture of pride in the workplace by always ensuring clean and well-presented office.

## PERSON SPECIFICATION

<b>Position Title:</b>	<b>Production Co-ordinator</b>	<b>Date Reviewed:</b>	<b>18/08/2024</b>
<b>Department:</b>	<b>Production Office</b>		

AF= Application Form      I = Interview      T= Test				
	REQUIREMENTS	Essential	Desirable	Assessed
<b>1.</b>	<b>EXPERIENCE AND KNOWLEDGE</b>			
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
<b>2.</b>	<b>COMPETENCIES</b>			
2.1	<b>WORKING WITH PEOPLE</b> <ul style="list-style-type: none"> <li>a. Demonstrates an interest in and understanding of others</li> <li>b. Adapts to the team and builds team spirit</li> <li>c. Recognises and rewards the contribution of others</li> <li>d. Listens, consults others and communicates proactively</li> <li>e. Supports and cares for others</li> </ul> Develops and openly communicates self-insight such as an awareness of own strengths and weaknesses	✓		AF/T/I
2.3	<b>RELATING AND NETWORKING</b> <ul style="list-style-type: none"> <li>a. Establishes good relationships with customers and staff</li> <li>b. Builds wide and effective networks of contacts inside and outside the organisation</li> <li>c. Relates well to people at all levels</li> <li>d. Manages conflict</li> <li>e. Uses humour appropriately to enhance relationships with others</li> </ul>	✓		AF/T/I
5.2	<b>CREATING AND INNOVATING</b> <ul style="list-style-type: none"> <li>a) Produces new ideas, approaches or insights</li> <li>b) Creates innovative products or designs</li> <li>c) Produces a range of solutions to problems</li> <li>d) Seeks opportunities for organisational improvement</li> <li>e) Devises effective change initiatives</li> </ul>	✓		AF/I/T

6.1	<b>PLANNING AND ORGANISING</b> 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	<b>DELIVERING RESULTS AND MEETING CUSTOMER EXPECTATION</b> 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	<b>ENTREPRENEURIAL AND COMMERCIAL THINKING</b> 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
<b>3</b>	<b>EDUCATION AND TRAINING</b>			
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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