



Job Title: Development Assistant

Company: Runaway Entertainment

Location: West End, London

Contract Type: Permanent, Full-Time

Salary: £28,000 per annum

Start date: As soon as possible

About Us

We are looking for a Development Assistant to join our core team at Runaway Entertainment. Runaway is an independent theatre production company based in the heart of the West End. We have a varied slate of projects, and we prioritise creating new, ambitious and wide reaching work for the stage. That could be entirely new stories (2:22 - A Ghost Story), shows using existing music catalogues (Girl From The North Country), shows adapted from films (The Hunger Games, A Knight's Tale) or books (101 Dalmatians). We also licence existing shows that we think are particularly fabulous (Disney's Newsies, Lin-Manuel Miranda's In The Heights)

We are seeking a highly motivated individual to assist us in the development of potential projects and projects in early pre-production. We are looking for someone with a passion for writing, reading, plays, musicals and culture; someone with excellent taste, dramaturgical skills and a good knowledge of theatre makers. This role is integral to supporting the creative development of new theatrical work, fostering relationships with writers, directors, and other creatives to bring innovative and ambitious projects to the stage. The role will also include management of Runaway's rights diary and assisting in the management of workshops and readings.

Job Purpose The Development Assistant will support the Producers in identifying, nurturing, and progressing new projects for the stage. This role involves collaborating with writers, creatives, agents, managing rights, assisting with workshops and readings, and ensuring the smooth running of all activities related to developing new work.



Key Responsibilities

Creative Project Development:

- Support the identification and development of new musicals and plays, including reading scripts, attending workshops, and providing feedback.
- Assist in coordinating development processes such as readings, workshops, and concept meetings.
- Research and track emerging talent and trends in theatre, ensuring the company remains at the forefront of innovation.

Relationship Management

- Build and maintain strong relationships with writers, directors, and other creatives.
- Act as a point of contact for creatives, ensuring open and effective communication.
- Collaborate with external partners, including agents and industry stakeholders, to facilitate project development.

Administrative Support:

- Maintain accurate records of projects, including timelines, budgets and key contacts.
- Prepare materials for creative meetings, such as summaries, proposals, and research notes.
- Manage diaries and schedules for development activities, including rights, workshops and readings.
- Support the Producers with other ad hoc tasks as required.

Industry Engagement:

- Attend performances, readings, and industry events to identify potential collaborators and projects.
- Represent Runaway Entertainment at events and build networks within the theatre community.
- Keep the team informed of industry developments and opportunities.

Person Specification

Essential Skills and Experience:

- A passion for theatre, reading and culture.
- A sense of humour.

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- Excellent written and verbal communication skills.
- A keen interest in theatre and a strong understanding of the creative development process.
- Strong organizational and time-management skills with the ability to prioritize tasks effectively.
- Ability to work collaboratively within a team and independently when required.
- Attention to detail and accuracy in all tasks.

Desirable Skills and Experience:

- Previous experience in a creative or administrative role within the arts sector.
- Familiarity with script development, dramaturgy, or related fields.
- Knowledge of the commercial theatre industry and an understanding of its stakeholders.
- Experience coordinating workshops, readings, or similar creative processes.

What We Offer

- A fun, vibrant and creative working environment in the heart of London's West End.
- Opportunities for professional development and growth within a leading theatre production company.
- Access to industry events and networking opportunities.
- Annual leave in line with industry standards.
- A supportive and inclusive workplace culture.

How to apply

Please email your CV and covering letter to recruitment@runawayentertainment.com

Closing date: 5pm, Friday 28th February.