

---

## Job Description

<b>Job Title:</b>	Production Assistant
<b>Hours:</b>	40 hours per week
<b>Location:</b>	BKL Head Office, London (Paddington)
<b>Salary Band:</b>	Commensurate with experience
<b>Annual Leave:</b>	25 Days holiday per annum, plus bank holidays
<b>Reports To:</b>	Producer
<b>Responsible for:</b>	N/A
<b>Works with:</b>	Executive Director, Executive Producers, Production Assistant, 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 [jon.woodley@kenwright.com](mailto:jon.woodley@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 assistant to support the Producer both creatively, administratively, and practically in all aspects of producing and general managing multiple productions, across the UK and internationally. The role will provide key support across a range of different existing and new theatre projects, working closely with the Producer and in co-ordination with all BKL departments.

The key elements of the role are:

- To assist the Producers with the administration of both existing and forthcoming productions, including support with auditioning and contracting performers, availability checks, co-ordination of creative team engagements, collating programme information and checking billing, maintaining BK databases, weekly payroll, facilitating ticket requests, first night, press night and gala night events.
- To support the organisation of internal and external team meetings, taking minutes / meeting notes if required, liaising with suppliers and subcontractors as required across the group operations.

### **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 Tours), Cruel Intentions (The Other Palace), Blood Brothers (West End and UK Tour), Cruel Intentions the musical (The Other Palace), Sleuth (UK Tour), My Sons A Queer (West End), Frank & Percy (Tour & The Other Palace), Calendar Girls the Musical (UK Tour), 12 Angry Men (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), 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 within a venue or from a production side as a Stage Manager, Production Assistant, or an aspiring producer.

The role will have the opportunity to work across a range of theatre productions, from existing productions to new commissions and co-productions, both touring the UK, in the West End and internationally. There is a the ability to grow and develop skills and experience to work towards an associate producer / producer role within the company in the future.

**Responsibilities include:**

1. To assist the Producer with the administration of both existing and forthcoming productions, including support with auditioning and contracting performers, availability checks and co-ordination of creative team engagements, supporting the recruitment of production staff, facilitating ticket requests, first night, press night and gala night events.
2. To support the Producers office, working alongside the finance department to administrate the weekly production payrolls, invoice authorisation, liaising with tour venues and both BKL venues.
3. To support the organisation of internal and external team meetings, taking minutes / meeting notes if required, liaising with suppliers and subcontractors as required across the group operations.
4. To collate and check programme information such as cast and creative team biographies, checking billing requirements for marketing materials.
5. To maintain the BKL databases and filing systems related to production paperwork and contracts, casting, creative and rights databases.
6. Work closely with the producer on the casting process on productions, administrating and coordinating breakdowns and submissions, organising auditions and shortlisting, liaising with agents and representatives for availability checks, offers and contracting of artists.
7. To support the creation and control of production budgets, P&L forecasts and running costs on each production.
8. To support the development and implementation of new productions, including attending other productions and industry events, as well as previews, opening nights and press nights of BKL productions.
9. Work closely with all departments (marketing, Tour booker, production, finance, BKL Venues) to support the smooth opening and running of all productions, helping to co-ordinate press events and marketing and PR opportunities such as the filming and creation of content for Electronic Press Kits.
10. 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.
11. 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 Assistant</b>	<b>Date Reviewed:</b>	<b>14.04.2024</b>
<b>Department:</b>	<b>Producers / Theatre</b>		

<b>AF= Application Form</b>		<b>I = Interview</b>		<b>T= Test</b>	
	<b>REQUIREMENTS</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>	
<b>1.</b>	<b>EXPERIENCE AND KNOWLEDGE</b>				
1.1	Knowledge and experience of working within the theatre industry either in the UK or internationally, either within a venue or on production side.	✓			<b>AF/I</b>
1.2	Understanding or experience of producing shows in UK regions, West End and international markets.		✓		<b>AF/I</b>
1.3	Experience in casting, budgeting, contracting, payroll, petty cash, and production delivery		✓		<b>AF/I</b>
1.4	Experience and understanding of marketing and PR campaigns for productions, including audience demographics and ticket pricing structures.		✓		<b>AF/I</b>
1.5	A solid foundation and understanding of industry union agreements between UK Theatre / SOLT / Equity / BECTU/ MU		✓		<b>AF/I</b>
1.6	A strong and up-to-date knowledge of the industry, emerging trends and audience behaviour.		✓		<b>AF/I</b>
1.7	Good attention to detail, excellent verbal, and written communication skills with good information technology skills.	✓			<b>AF/T/I</b>
1.8	Proven administration and numeracy skills.	✓			<b>AF/T/I</b>
1.9	Proven understanding of commercial viability, including budgeting and profit & Loss		✓		<b>AF/T/I</b>
1.10	Able to work under pressure and to strict deadlines.	✓			<b>AF/T/I</b>
1.11	Excellent level of negotiating and influencing skills	✓			<b>AF/T/I</b>
<b>2.</b>	<b>COMPETENCIES</b>				
	<b>WORKING WITH PEOPLE</b>				
2.1	<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	✓			<b>AF/T/I</b>
	<b>RELATING AND NETWORKING</b>				
2.3	<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>	✓			<b>AF/T/I</b>
	<b>CREATING AND INNOVATING</b>				
5.2	<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>	✓			<b>AF/I/T</b>

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	✓		<b>AF/I/T</b>
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	✓		<b>AF/I/T</b>
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	✓		<b>AF/T/I</b>
<b>3</b>	<b>EDUCATION AND TRAINING</b>			
3.1	Educated to degree level with a focus on English, Media studies or Theatre / Performing Arts.		✓	<b>AF</b>
3.2	IOSHH or CIEH H&S Qualifications		✓	<b>AF</b>
3.3	A minimum of 5 GCSE grade A*-C passes, including in English and Math's	✓		<b>AF</b>

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

If you have any questions or would like more information about the role, please email [jon.woodley@kenwright.com](mailto:jon.woodley@kenwright.com) including the role you are enquiring about, and a contact telephone number.