**Office & Production Assistant**

**Job Description (July 2025)**

Runaway Entertainment is an award-winning producing and general management company based on Shaftesbury Avenue in the heart of theatreland. Founded in 2011 by Tristan Baker and Charlie Parsons, we produce critically acclaimed and ambitious plays and musicals, working with the most exciting talents in the theatre industry. We’re an independent and adventurous family of creative spirits, dedicated to developing unique concepts, commissioning brand new shows, and partnering with others to bring captivating stories to life.

As a people-centric, no-ego team, we believe in the power of storytelling to uplift, inspire, and bring people together. Our dedicated team knows no bounds, driving us to consistently deliver unforgettable, first-class entertainment. We celebrate the perfect blend of quality, innovation, and commercial success in everything we do, ensuring each endeavour is ‘A Runaway Success’.

Previous productions include the Tony and Olivier Award-winning *Girl From The North Country* (The Old Vic, Noël Coward, The Public Theater, Royal Alexandra in Toronto, Gielgud, Belasco, UK & Ireland Tour, US Tour); *A Knight’s Tale* (Manchester Opera House), *2:22 A Ghost Story* (Noël Coward, Gielgud 2020/21 and 2024, Criterion, Lyric, Apollo, UK & Ireland Tour, Ahmanson Theatre in LA, Her Majesty’s Theatre in Melbourne); Olivier Award-winning Disney’s *Newsies* (Troubadour Wembley Park); *101 Dalmatians* (Regent’s Park, UK Tour); *The Windsors: Endgame* (Prince Of Wales); *Peter Pan* (Troubadour White City Theatre); David Bowie’s *Lazarus*; Lin-Manuel Miranda’s Olivier Award-winning *In the Heights*; Olivier Award-winning *The Railway Children* (all King’s Cross Theatre); *Guys and Dolls* (West End, UK, international tours); *Footloose* (West End, South Africa, UK tours); *Flashdance* (UK, international tour) and *The Christmasaurus Live* (Eventim Apollo).

Upcoming productions include *101 Dalmatians* (Eventim Apollo), *2.22 A Ghost Story* (UK Tour 2025-26). Runaway Entertainment is also the General Manager for *The Mousetrap* (St Martin’s Theatre) as well as managing St Martin’s Theatre itself and are producing the world premier of *The Hunger Games* on stage at Troubadour Canary Wharf Theatre in Autumn 2025.

**The Team**

Tristan Baker - Producer

Charlie Parsons - Producer

Isobel David - Producer

Mark Cartwright - Managing Director

Stella Littlechild Head of Production

Mark Whittemore - International Producer

James Mullan - General Manager

Grace Dickson - Finance Manager

Rosie Flood - Production Co-ordinator

Jake Dean - Executive PA to Tristan Baker

Ahmed Kahssai - Accounts Assistant

Miss Maple Syrup - Office Dog

**Location: West End, London**

**Contract Type: Permanent, Full-Time**

**Salary: To be negotiated**

**Start date: As soon as possible**

**Responsible to: Head of Production, General Manager & Production Co-ordinator**

**Job Overview**

The Office & Production Assistant is responsible for supporting the wider Runaway team both on productions and through general office management, working closely with the General Management team on active productions and the Producing team on the development of shows and diary co-ordination.

The Office & Production Assistant ensures that information and decisions are communicated swiftly, and supports the work of the Producers and General Manager by providing a high level of administrative support.

**Main Duties and Responsibilities**

**Office/Administration**

* Ensure the office is efficiently run, including the maintenance of IT and telephone systems and liaising with external contractors.
* Provide administrative assistance to and maintain effective filing systems for Runaway Entertainment.
* Be the first point of contact for phone calls, door buzzer and visitors arriving and be an ambassador for Runaway Entertainment, providing a welcoming atmosphere and hospitality for colleagues and visitors, including offering/making refreshments and preparing meeting rooms.
* Support the Producers by coordinating meetings and managing their diaries as required.
* Collect and distribute post to the relevant recipient, opening where necessary.
* Arrange regular production meetings and company meetings as required, preparing agendas in advance, taking and circulating minutes.
* Coordinate Runaway website updates when required.
* Set up, maintain and update mailing lists as required.
* Maintain Runaway Social Media accounts in consultation with the Head of Marketing.
* Ordering office supplies such as stationery, printer supplies, refreshments.
* Managing the waste/recycling system and maintaining the cleanliness of the communal kitchen area.
* Offering/making refreshments and arranging lunch as required.
* Any other duties as reasonably requested by the team.

**Production specific**

* Assisting on specific projects as required and directed by the Producer/Head of Production/General Manager/Production Coordinator.
* Obtaining visas and work permits where necessary in connection with international touring productions and for foreign personnel involved in UK productions.
* Booking travel and accommodation as necessary and ensuring these are the most economical rates available.
* Producing and distributing schedules and welcome packs as necessary, greeting visiting artists on arrival in the country as required.
* Support any pre-production requirements including hiring space for auditions and rehearsals, booking equipment or co-ordinating room requirements.
* Coordination of press and media nights, including compilation of guest lists, mailing of invitations, seat allocations, distribution of tickets, logistics, parties and company gifts, working within set budgets.
* Reporting to the General Manager, coordinate any press events as required including arranging cards and gifts.
* Compile and monitor production programmes, maintaining up to date records and information.
* Administrate house seats for each production.
* Manage all complementary and house seat ticket requests and show related inboxes.
* Organise and attend access performances.
* Archive all production information at the end of the run, including archive DVDs, programmes, marketing information and the safe-keeping of the prompt copy.
* Keep and maintain a record of production items that go into storage.
* Compile and mail out weekly investor updates on Mailchimp.
* Be present at rehearsals and technical rehearsals as required and attend running productions on a regular basis.

**Person Specification**

* Knowledge of Canva and Indesign
* Firm understanding of Mailchimp and its features
* Comprehensive knowledge of Google Suite / Google Groups and aliases
* Advanced skills in Microsoft Word and Excel spreadsheets
* Excellent organisation and communication skills
* An eye for detail
* Excellent written, numeracy and verbal communication skills
* Tact, diplomacy and discretion
* A sense of humour

**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