



RECRUITMENT PACK

PRODUCTION ASSISTANT (BUSINESS & FINANCE)

ABOUT NICK GRACE MANAGEMENT

NGM is one of the world's leading producers of international theatre productions and in the last 25 years has presented shows in 60 countries worldwide. NGM is an established producer, general manager and booking agent, combining all three strands under one roof and successfully managing some of the biggest and best-known touring productions over this period. We pride ourselves on our ability to provide bespoke management to all our shows.

NGM's work includes: Associate Producer, General Manager and Booking Agent of the **MAMMA MIA! International & UK Tour**; Co-Producer, General Manager and Booking Agent of the **Les Misérables The Arena Spectacular World Tour**; Executive Producer, General Manager and Booking Agent for **Moulin Rouge! The Musical World Tour**, Lead Producer for **APOLLO 11 – The Immersive Live Show** (Los Angeles, 2019); Co-Producer, General Manager and Booking Agent for **WALKING WITH DINOSAURS – The Arena Spectacular** (2018/19 International Tour) and General Manager and Booking Agent the 2009-10 & 2012-13 international tours; Co-Producer, General Manager and Booking Agent for the **BLUE MAN GROUP WORLD TOUR** (2016); Booking Agent and Tour Management for **WICKED International Tour** (2017/18); Tour Consultants for The Walt Disney Company on **THE LION KING** season in Basel, Switzerland (2015); Producer of **BATMAN LIVE – World Arena Tour** (2011-12), in collaboration with Warner Bros. Consumer Products and DC Entertainment; Associate Producer for the South African production of **SATURDAY NIGHT FEVER** (Johannesburg, 2008) and the South African production of **MAMMA MIA!** (Cape Town and Johannesburg, 2010-11).

NGM is committed to making our recruitment process inclusive. We are seeking candidates who support our principles of equal opportunity and broadening access to the arts. We aim for our workforce to be representative of our society and encourage applications from everyone.

JOB DESCRIPTION

POSITION: Production Assistant (Business & Finance)

PURPOSE: To provide support in the smooth running of the NGM production office, specifically in financial and business matters.

REPORTING TO: Director & Business Manager and Associate Producer

The main responsibility of the Production Assistant (Business & Finance) is to assist NGM's Business Manager and Associate Producer across all current NGM projects, with a particular focus on the financial, business and legal aspects of each show. In the early stages of a new production's life, the position will also incorporate some more general production assistant responsibilities, in addition to the financial and business aspects.

The successful applicant will be an efficient, exceptionally well-organised individual with highly proficient administration and financial skills and a keen interest in theatre. Accuracy, diplomacy and discretion are essential qualities for the role, as is a meticulous attention to detail and accuracy. The post-holder will be privy to confidential information which they must safeguard at all times.

POSITION RESPONSIBILITIES

This job description is a guide to the nature of the work required. It is neither wholly comprehensive nor restrictive and does not preclude change or development that may be required in the future. It may be amended from time to time in line with the demands of NGM's varied productions portfolio.

PLANNING

- To be part of a team planning how the production is mounted and scheduled in alignment with the artistic and financial goals set out by NGM.
- Assisting with the creation and administration of contracts for NGM's productions as required, including reviewing contract drafts.
- Assisting with the creation and maintenance of all types of company templates (e.g. contracts/deal memos, budgets, etc).
- Keeping master production schedules up to date.

BUSINESS AND FINANCE

- Supporting with all matters relating to withholding taxes (or any other local deductions) on international engagements, including research, and maintaining an accurate summary of tax requirements in different countries.
- Generating and maintaining an invoice schedule/cash flow based on signed local presenter agreements, then monitoring payment schedules, with an eye on outstanding and impending invoices.

- Invoicing local promoters for deposits, guarantee fees, royalties, recharges, etc. in line with their agreed payment schedule, ensuring invoices are raised in a timely manner, monitoring payments through to final settlement and chasing local presenters when necessary.
- Supporting with the reconciliation of local promoter payments as part of the settlement process, working alongside the General Manager(s).
- Assisting the General Manager(s) with any settlement queries.
- Assisting in the preparation of accounts and royalty statements.
- Supporting the preparation, management and reconciliation of production budgets (production, operating, projections etc.) as applicable, including collating remount costs.
- Assisting with the preparation of Theatre Tax Relief claims.
- Checking quarterly VAT returns, as prepared by production accountants.
- Raising purchase orders for productions as directed.
- According to the needs of each production, preparing and coding production invoices, petty cash reconciliations and credit card expenditure in line with agreements and payment schedule.
- Tracking expenditure against budgets and updating payment trackers.
- Supporting the set up and management of credit accounts with suppliers.
- Assisting with production insurance policies and/or insurance claims.
- Preparing and monitoring centralised sales reporting where required.

TOUR BOOKING

- Supporting with and coordinating the administration of tour booking (e.g. assisting with deal memos, contracting, maintaining summaries, preparing performance schedules, etc).
- Ensuring an accurate transfer of week-by-week & show-by-show schedules from the booking process to the show's General Manager.

PRODUCTION ADMINISTRATION

- Preparation of production contact sheets in the early stages of a production's life.
- Maintaining an up to date 'checklist' for the production where required.
- Cross-checking website information with show-by-show schedules to detect any discrepancies.
- Researching and booking audition/rehearsal rooms as needed.
- Booking travel and accommodation for producers, managers, creative and production team, and artistes as required.

GENERAL

- Working with senior management team on business planning and operational planning, including assistance with immigration processes, health & safety and any foreign tax queries.
- Coordinating diaries and booking meetings as necessary.
- Compiling and circulating agendas, taking minutes/meeting notes and circulating as required.
- Maintaining the internal filing system with particular attention to the digital filing.
- Assisting with the maintenance of NGM's website.
- Wherever possible, supporting colleagues with their IT needs.

- Undertaking research tasks as may be required from time to time.
- Working to maintain high standards of practice and working conditions for the production(s).
- Keeping abreast of relevant industry custom, practice and guidelines, especially employer responsibilities and duties.
- Undertake any other duties as may be reasonably required.
- In conjunction with all other staff general upkeep of the office ensuring communal office spaces are tidy and presentable.

PERSONAL ATTRIBUTES

- A motivated person who can work independently (as a self-starter), who enjoys working with producers and managers with diplomacy, discretion, professionalism, pragmatism and a can-do approach.
- A passionate interest in contemporary culture, particularly in theatre, with a good knowledge of the sector and of plays/musicals.
- Minimum of two years' relevant experience in theatre or arts administration, preferably in a role with financial responsibilities. Experience of working in a commercial producing office and/or working on commercial touring productions is desirable.
- Highly numerate, with a sound understanding of project finance.
- Experience of working with budgets and finance systems.
- Confident ability to use and good working knowledge of Microsoft Excel.
- Highly computer literate, including MAC OS, Microsoft Outlook, Word, Excel, Teams and Planner.
- Excellent written and spoken communication and interpersonal skills, including impeccable spelling and grammar.
- Exceptionally well-organised, with highly proficient administration skills.
- Excellent attention to detail and accuracy, taking pride in the presentation of work.
- Ability to manage multiple projects concurrently and prioritise a complex workload.
- Ability to work efficiently and flexibly in a pressurised environment to meet deadlines.
- A logical thinker with an efficient and pragmatic approach to problem solving.
- Pride in setting up and monitoring systems.
- Careful handling of sensitive and/or confidential information with discretion.
- Committed to achieving high standards in all areas of work.
- Strong ability to deal appropriately with a wide variety of people in a confident, diplomatic and friendly manner, quickly building positive working relationships.
- Enjoys working in a close-knit team, but has the ability to work independently.
- Progressive, positive and forward-thinking attitude.
- A patient, calm and tactful approach, with a good sense of humour.
- Openness to feedback and direction.
- Up-to-date knowledge and interest in the theatre industry, including knowledge of current trends in and issues affecting the industry.
- Knowledge of artist/creative contractual agreements and practical knowledge of union agreements (Equity/MU/BECTU/UK Theatre) is desirable.

TERMS AND CONDITIONS

TITLE OF POST:	Production Assistant (Business & Finance)
SALARY RANGE:	£26,000 – 28,000 per annum dependant on experience.
CONTRACT:	Permanent & full-time. Normal working hours are Monday to Friday, 09.30 to 17.30 There may be times where you are asked to work/travel evenings and weekends, not least as our business operates outside of normal working hours. 3-month probation period.
START DATE:	As soon as possible.
USUAL PLACE OF WORK:	Nick Grace Management, 20 Petersham Road, Richmond, Surrey, TW10 6UR.
HOLIDAY:	28 days annual leave per year, 8 of which must be taken on bank and public holidays, although you may be required to work on a bank or public holiday in which case a day off in lieu will be given.
PENSION:	Workplace pension provided.

HOW TO APPLY

CLOSING DATE: 21st May 2024

No applications made after this date will be considered.

Please write a cover letter (maximum one page) demonstrating your suitability for the position and why you would like to work for NGM. Please submit along with your CV, by the closing date, to recruitment@ngm.global using the subject line *Production Assistant*.

You must be 18 years old or above and eligible to work in the UK.

We recognise that everyone is unique and may have particular needs during the recruitment process. If you need any job information in a different format or if you need additional support with your application, please contact us on recruitment@ngm.global or telephone 020 8332 9829 to discuss alternative ways of applying. This includes paper, video and audio applications.