

# Production Coordinator (Fixed Term)



## Job Description

### Overall Purpose:

Working within the Producing and Planning Team on the production of *Exodus* at the Edinburgh Festival Fringe and preparing for the tour. The role will support all aspects of administration and logistics that are necessary for a successful production. The role may also provide support to other productions and departmental needs as required. The role works closely with the Producing, Technical, Artistic Development and Creative Engagement Teams. The Production Coordinator is vital to the smooth, effective and efficient running of productions. The role requires someone who is highly organised, with motivation to complete administrative duties and tasks to a high standard, keeping close attention to detail.

### Main duties and Key Responsibilities:

The Production Coordinator will:

- Be the key Production Coordinator on *Exodus* and support the Producer as required
- Book the most effective, efficient and green travel and accommodation for creative teams, cast and technical teams
- Develop relationships with venues, travel organisations and other groups
- Assist with the processing of expenses and invoices
- Support the Programme Manager to ensure that any visas and applicable travel documentation for cast, crew and creative teams are issued appropriately
- Advise producers of key deadlines for travel and accommodation
- Raise and issue contracts for cast, crew and creative teams
- Coordinate with key stakeholders to ensure production schedules are up to date
- Input production details into the Company's planning software system (Centrline coming soon)
- Liaise with the Finance Team to raise sales invoices, purchase orders and other paperwork as required
- Support production requirements as required by the Programme Director, Programme Manager and Head of Producing
- Collate data for project environmental audits
- Contribute to the debrief process upon completion of projects
- Provide excellent organisation and time management with the ability to multi-task multiple deadlines

### Organisational Requirements

- Maintain a high standard of customer care
- Use ICT applications to service the post's administrative needs
- Work towards the achievement of the National Theatre of Scotland's organisational goals
- As the post-holder may be the first point of contact for many external organisations, and individuals, they are expected to remain up to date with, and aware of, developments within National Theatre of Scotland and its work.
- As the post will require handling, processing and recording of restricted information, confidentiality requires to be maintained at all times.
- Attendance at performances by the National Theatre of Scotland and other companies, to develop and maintain an understanding of developments within the sector
- Comply with the National Theatre of Scotland's Health and Safety Policy and statutory regulations

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### Person Specification

Skills and experience	Essential	Desirable
Demonstrable knowledge of theatre production administration	✓	
Knowledge of travel and logistics scheduling and booking	✓	
Experience of contract issuing		✓
Experience of spreadsheet and word processing software	✓	
Comprehensive computer literacy	✓	
Proficiency in written and verbal communications	✓	
Able to multi-task, work calmly under pressure and meet tight deadlines consistently	✓	
Proven ability to work independently on own initiative	✓	
Identifying as from any of the Company's priority underrepresented groups: Gaelic, Disabled, Identifying as from any of the Company's priority underrepresented groups including: people of colour, D/deaf/disabled people, Gaelic speakers, BSL, neurodiverse		✓

### Terms and Conditions of Employment

<b>Responsible to:</b>	Programme Manager
<b>Salary:</b>	£23,000 per annum pro-rata (£5,749.90 for 65 days work)
<b>Contract term:</b>	Part time (3 days per week), Fixed Term contract (May – Sept 2022)
<b>Start date:</b>	Monday 2 <sup>nd</sup> May 2022
<b>End date:</b>	Friday 30 <sup>th</sup> September 2022
<b>Holiday Entitlement:</b>	34 days per annum (pro-rata) (inclusive of Public Holidays) Plus 1 Well-Being Day per quarter
<b>Probationary period:</b>	1 month
<b>Notice Period:</b>	1 month
<b>Pension:</b>	The Company makes an 8% contribution into the company's group personal pension plan on condition that the employee makes a minimum contribution of 4%.
<b>Place of Work:</b>	NTS office (Rockvilla, 125 Craighall Road, Glasgow, G4 9TL).
<b>Hours of work:</b>	21 hours per week and as necessary to fulfill the scope of

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responsibilities within the post.

**Additional Hours:** To be agreed in advance including attendance at National Theatre of Scotland's performances, events and meetings out with normal office hours.

### How to apply

**Application deadline:** Friday 8<sup>th</sup> April 2022, 5pm

**Application format:** Send an email, audio, or virtual CV and Cover letter to [recruitment@nationaltheatrescotland.com](mailto:recruitment@nationaltheatrescotland.com)

Please tell us why you are the right person for this role. In particular, we ask that you demonstrate how you meet the requirements of the post and highlight where your work to date has aligned with the role's duties and responsibilities.

**Interview date:** Thursday 14<sup>th</sup> April 2022, virtually

Applicants who require any form of access needs should contact Fiona Hanrahan on 0141 221 0970.

*At the National Theatre of Scotland, we aim to provide an anti-oppressive environment for people from all backgrounds and do not discriminate against based on race, national or ethnic background, citizen status, hair texture, hairstyle, sex, sexual orientation, gender(s), gender expression, age, religion, language, deaf, disability, neurodiversity, chronic conditions, mental health, socio-economic status, educational background, pregnancy or maternity/paternity, marriage or civil partnership, class, immigration status, nor cultural markings and/or tattoos due to religious rituals from pre-colonial cultural practices.*