



JOB DESCRIPTION

Producing Co-ordinator/PA to the Directors

Reporting to	Executive Director
Salary	£23,020 per annum
Hours	Full time
Holiday	Twenty days per year plus statutory holidays, rising to twenty-five days per year after 5 years continuous service
Notice Period	Two months
Probation Period	Six months

Primary Objectives

To provide effective and supportive PA assistance to the Executive Director and Artistic Director and support them by efficiently co-ordinating Queen's Theatre Hornchurch's (QTH) programme of produced and presented work and hires.

Main Duties

1. PA support

1.1. Provide effective and supportive PA assistance to the Executive Director and Artistic Director, maximising the best use of their time, through managing diaries, the setting of appointments, internal and external correspondence, travel arrangements, the printing and preparation of papers, filing, hosting of visitors and guests and planning and thinking ahead in all these respects.

2. Programming

- 2.1. Research/schedule presented work in line with programming objectives & framework as requested.
- 2.2. Negotiate terms as agreed with the Executive Director, prepare draft contracts and be the main point of contact for external promoters.
- 2.3. Distribute all programming information effectively internally including updating relevant schedules and calendars, providing information to the Production, Marketing and Box Office teams, proofing brochures and organising the attendance of the Artistic and Executive Director to see work.
- 2.4. Alongside the Technical Manager, act as a main point of contact for hiring the QTH to local groups and organisations and prepare draft contracts for all hires.
- 2.5. Draft budgets for Presented work and Theatre Hires for the approval of the Executive Director, maintain the budget control sheets for this work and partake in all necessary budgeting and reforecasting work with the Executive Director.
- 2.6. Work with the Head of Finance, Head of Production and Technical Manager to assist with producing settlements for all presented work.

Queen's Theatre Hornchurch, Billet Lane, Hornchurch RM11 1QT

Box office: **01708 443333** Switchboard: **01708 462362**

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3. Producing

- 3.1. Support the Artistic and Executive Directors in the producing process for the Produced and Co-Produced productions, including co-ordinating and attending weekly Producing meetings.
- 3.2. Recruit creative teams as required, including availability checks, making offers, negotiating terms and conditions (as agreed with the Executive Director) and issuing contracts in a timely fashion.
- 3.3. Alongside the Head of Production, act as a main point of contact for creative team members where required and offer administrative assistance as necessary.
- 3.4. Be the main point of contact for external Casting Directors. Where casting is undertaken in house, manage the process using Spotlight, including issuing the casting brief, receiving submissions, checking availabilities and setting up auditions. Make offers to actors as requested or approved by the Artistic Director and issue contracts as required.
- 3.5. Support the budgeting process for Produced and Co-Produced productions as required, including contributing to budgets, research and maintaining contact with unions (UK Theatre, Musicians Union, Writers Guild, Equity etc) to ensure procedures are maintained in line with agreements.
- 3.6. Co-ordinate the commissioning process, working closely with the Artistic and Executive Directors to liaise with agents, negotiate where appropriate, issue contracts, and ensure the terms and conditions of the contract are followed.

4. General

- 4.1. Undertake training as required.
- 4.2. Actively support and promote QTH's commitment to diversity in every area of its work.
- 4.3. Attend Company meetings and cross departmental initiatives as required.
- 4.4. Support colleagues in other teams in the running of a range of special events, including guest nights, fundraising events and participatory activities such as work experience.
- 4.5. Ensure that all QTH policies are observed in every area of work.
- 4.6. Undertake other tasks as may be reasonably required by the Executive and Artistic Directors.

PERSON SPECIFICATION

	Essential	Desirable
Experience	Relevant experience of PA support and artistic producing co-ordination	Budget management Some experience in a subsidised arts organisation
Skills & /abilities	Excellent written and spoken English Effective at supporting senior managers Numerate, including use of Excel Meticulous with strong attention to detail Robust negotiation skills Ability to prioritise IT literate	
Disposition & Attitude	A passion for the arts Good team player Calm under pressure	Some knowledge of theatre Flexibility to work evening and weekends