



PRODUCER JOB DESCRIPTION & PERSON SPECIFICATION

Responsible to: Senior Producer

Key relationships: Producers, General Management

Salary: £46,000 - £50,000 per annum, dependent on experience and the project

Contract: 3-6 months, with potential to extend. This position would be offered as a freelance or fixed-term contract.

Location: Woolwich, London, UK

Start Date: We are looking for candidates who can start immediately, or within the next two months

Deadline for applications: 10am on Monday 22nd April

How to apply: Complete the application form [here](#) including your CV and cover letter.

If you have any questions or are experiencing any difficulties with the application process, please contact workwithus@punchdrunk.com.

OUR HISTORY

Founded in 2000 by Felix Barrett MBE, Punchdrunk is widely recognised as the “pioneer of the ‘immersive theatre’ phenomenon” (The Telegraph). The company is best known for their mask shows, a form of theatre in which roaming audiences experience epic storytelling inside singular, sensory worlds. These productions have been cited amongst the 40 creative moments that changed culture (Creative Review) and currently play across three continents: *Sleep No More*, New York has been running since 2011; *Sleep No More*, Shanghai (2016 - present) is the longest-running international show in China; and *The Burnt City*, London has welcomed over 200,000 audiences since it opened in March 2022. In March 2024, Punchdrunk announced their latest project, *Viola's Room*, opening in London in May 2024.

Alongside these landmark theatrical productions, Punchdrunk has taken its ground-breaking approach to live experiences and created cross-cultural collaborations in music, tech, fashion and TV - from projects with Rihanna to Jack White, Louis Vuitton to Alexander McQueen, and from Samsung to Brad Pitt's Plan B Studios. The company was listed amongst the 50 most influential artists of the last 50 years (Sky Arts, 2022) alongside David Bowie, Sir Steve McQueen and Vivienne Westwood.

Previous projects include: *The Third Day* (BAFTA-nominated TV series starring Jude Law and Naomi Harris with HBO and Sky Studios), *Believe Your Eyes* (with Samsung, 58th Venice Biennale, 837, ArtBasel and Cannes 2016), *ANTI diary* (with Rihanna and Roc Nation), *The Drowned Man: A Hollywood Fable* (with the National Theatre), *The Crash of the Elysium* (Manchester International Festival), *The Duchess of Malfi* (with ENO), *Sleep No*

More (with the American Repertory Theatre), *It Felt Like A Kiss* (with Adam Curtis and Damon Albarn, Manchester International Festival), *Tunnel 228* (in collaboration with The Old Vic), *The Masque of the Red Death* (with Battersea Arts Centre), and *Faust* (in collaboration with the National Theatre).diary (with Rihanna and Roc Nation), *The Drowned Man: A Hollywood Fable* (with the National Theatre), *The Crash of the Elysium* (Manchester International Festival), *The Duchess of Malfi* (with ENO), *Sleep No More* (with the American Repertory Theatre), *It Felt Like A Kiss* (with Adam Curtis and Damon Albarn, Manchester International Festival), *Tunnel 228* (in collaboration with The Old Vic), *The Masque of the Red Death* (with Battersea Arts Centre), and *Faust* (in collaboration with the National Theatre).

THE ROLE

In this stage of Punchdrunk's history, we are creating new, boundary-pushing immersive experiences as well as looking for new partners and homes for our large-scale existing shows internationally. We're looking for an experienced and dynamic Producer to work with us on developing new project ideas.

The Producer will oversee and manage the creative and production teams to assess a project's feasibility at its early stages. You'll bring a fresh perspective and collaborate production and creatives to transform ambitious ideas into unforgettable experiences. The Producer plays a crucial role in bringing a creative vision to life and ensuring the success of the production.

If you're a team-oriented, can-do professional who thrives on turning visionary concepts into reality, this is the perfect opportunity for you.

The successful candidate will have a strong producing background, with a good amount of immersive or site-specific knowledge that informs strategic thinking about integrating work into spaces. First and foremost, you will be a team player with exceptional communication skills. You should have exceptional project management, budgeting and scheduling skills, and demonstrable experience leading a team to deliver a vision from the spark of an idea to completion. Experience working internationally is a plus.

JOB DESCRIPTION | RESPONSIBILITIES INCLUDE

- Collaborating closely with creatives and production to conceive and develop an inventive site-specific project.
- Alongside the Production Manager, leading the planning and initiation phases of the project,, working closely with the creative team to support their vision in balance with the specific parameters for the project.
- Recruiting and leading the Project team, ensuring the right skills are in place to deliver a first-class production
- Developing a comprehensive schedule and delivery plan for the creative vision, including ensuring the project is delivered on time and within budget.
- Creating and managing the project budget, ensuring financial resources are allocated effectively.
- Fostering strong relationships internally and externally, supporting or facilitating stakeholder communication and coordination where needed.
- Identifying and mitigating potential risks and liabilities associated with the project, including issues related to copyright, licensing, and insurance.

- Maintaining accurate records and documentation related to the project, including contracts, permits, and financial records.

PERSON SPECIFICATION

The desired candidate should have 5+ years experience in producing immersive, site-specific, or large-scale theatrical projects or events. This includes being able to demonstrate the following skills and experience:

EXPERIENCE

Essential

- Proven experience as a theatre producer, with a successful track record of bringing projects from conception to production.
- Demonstrated experience in creating and managing production budgets, including allocating resources effectively and tracking expenses.
- Strong project management skills, with the ability to organise and coordinate multiple aspects of a production simultaneously.
- Experience overseeing the creative process and managing relationships with creative teams.
- Experience working collaboratively with directors, designers, technicians, and other production staff to bring a creative vision to life.
- Experience working with high-level partners and stakeholders, managing relationships and communication

Desirable

- Previous experience working on international productions and/or collaborating with artists and organisations from different cultural backgrounds.
- A strong network of contacts within the theatre industry, including artists, producers, venue managers, and other industry professionals.

SKILLS

Essential

- Excellent verbal and written communication skills, with the ability to articulate ideas clearly and effectively.
- Strong organisational skills, with the ability to prioritise tasks, meet deadlines, and manage multiple priorities simultaneously.
- Effective negotiation skills, with the ability to advocate for the needs of the production while maintaining positive relationships with stakeholders.
- Strong problem-solving skills, with the ability to identify issues and develop creative solutions in a fast-paced, high-pressure environment.
- Meticulous attention to detail, with the ability to oversee all aspects of production and ensure that nothing is overlooked.
- Flexibility and adaptability to navigate unforeseen challenges and changes in direction throughout the production process.

- Strong leadership skills, with the ability to inspire and motivate a team of artists and collaborators, establishing a leadership style that fosters collaboration, creativity and open communication
- A solid understanding of financial principles and practices, including budgeting, forecasting, and financial reporting.

NOTES TO APPLICANTS

This is a guide to the nature of the work required. It is not wholly comprehensive and may be reviewed with the post holder and the line manager from time to time.

If you are called for an interview you will be required to sign Punchdrunk Non-Disclosure Agreement in advance of the meeting.

All applicants must be eligible to work within the UK.

HOW TO APPLY

To apply, please complete the application form [here](#), providing your CV and a brief statement (maximum 2 A4 sides) describing your suitability for the position and *specifically* how your experience matches the person specification.

If you have any questions or are experiencing any difficulties with the application process, please contact us at workwithus@punchdrunk.com.

Applicants should provide contact details for two references and we will seek your permission before making direct contact with any referees. Please note that it is likely we will seek to take up 1 reference for candidates progressing to a second interview, prior to making an offer.

As an Equal Opportunities Employer, Punchdrunk welcomes applications from all sectors of the community, regardless of gender, age, race, sexuality or disability and makes appointments based solely on ability to fulfill the duties of the post. Candidates who are shortlisted for an interview will be given the opportunity to specify any access needs so that appropriate arrangements can be made.

We particularly welcome applications from applicants living in the Royal Borough of Greenwich.

RECRUITMENT TIMELINE

Deadline for applications: 10am on Monday 22nd April

Interviews: Shortly after applications close

Contract commences: As soon as possible

We reserve the right to close this vacancy before the advertised closing date if we receive sufficient applications for the role. Therefore, if you are interested in this role, we encourage you to submit your application as early as possible.