



## PRODUCER JOB DESCRIPTION & PERSON SPECIFICATION

**Responsible to:** Senior Producer

**Key relationships:** Artistic Director, Executive Producers, Production and Operational Teams, Creative Teams, General Management and Producing Teams

**Salary:** £46,000 - £55,000 per annum, dependent on experience and the project

**Contract:** Various contract lengths. 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-three months

**Deadline for applications:** 10am on Friday, 29th August. Interviews will take place on a rolling basis. We are actively recruiting suitable candidates and will conduct interviews on a rolling basis. Please expect an initial response within 4 weeks of your application

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.

**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](mailto:workwithus@punchdrunk.com).

## OUR HISTORY

Founded in 2000 by Felix Barrett, Punchdrunk has pioneered a game-changing form of theatre which places the audience at the very heart of the action. Listed amongst the **50 most influential artists of the last 50 years** (Sky Arts) alongside Bowie, Sir Steve McQueen and Vivienne Westwood, Punchdrunk disrupts the theatrical norm, creating worlds in which audiences can rediscover the childlike excitement of exploring the unknown.

Its iconic "mask" shows, which redefined the genre of immersive experiences, have been cited amongst **the 40 creative moments that changed culture** (Creative Review), and have found phenomenal success across the globe, with record-breaking productions established in the US, UK and China. *Sleep No More* in New York played to sell out audiences for 14 years from 2011, and in Shanghai the show has been running since 2016, making it the longest running show in the city's history. A new production opens in Seoul this summer. *The Drowned Man: A Hollywood Fable* broke the National Theatre's box

office records when it went on sale in 2013. Punchdrunk's 2022 London production, *The Burnt City*, became the company's longest-running show in its home city, coinciding with the opening of its first permanent venue at One Cartridge Place in Woolwich.

In 2024, *Viola's Room* debuted in Woolwich, marking a shift from Punchdrunk's signature mask performances. This intimate, barefoot sensory experience distilled two decades of the company's immersive expertise, using binaural sound to create a deeply personal journey. It premiered At The Shed in New York in June 2025.

Alongside these landmark live theatrical experiences, Punchdrunk has taken its ground-breaking approach to cross-cultural collaborations in music, tech, fashion and TV: from projects with Rihanna to Jack White, Louis Vuitton to Alexander McQueen, and HBO to Brad Pitt's Plan B Studios – most recently with TV series *The Third Day*, starring Jude Law, Naomie Harris, Katherine Waterston, Emily Watson and Paddy Considine which included the Bafta-nominated live event: *The Third Day: Autumn*: a 12-hour live episode, filmed in one continuous take.

Punchdrunk's past theatrical works include: *Viola's Room*, *The Burnt City*, *The Drowned Man: A Hollywood Fable* (with the National Theatre), *The Crash of the Elysium* (Manchester International Festival), *Sleep No More* (London, Boston, New York, Shanghai), *The Duchess of Malfi* (with ENO), *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).

## **ABOUT THE ROLE**

Punchdrunk is looking to build a pool of experienced Project Producers to work with us across a range of exciting projects. These opportunities will vary—from early-stage development of new ideas, through to the delivery of large-scale productions, and the ongoing running of existing shows.

We're interested in hearing from Producers with different strengths. You might be someone who thrives in the early creative stages, shaping the big picture. Or perhaps your experience lies in managing complex live productions, or in keeping long-running shows operating smoothly. What connects all of these roles is a commitment to creative excellence, practical delivery, and collaboration.

This is an open call to connect with talented Producers for current and future freelance and fixed-term opportunities, both in the UK and internationally.

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## **KEY RESPONSIBILITIES**

### **Producing**

- Serve as the Project Producer and primary point of contact on large-scale productions nationally & internationally and projects in development.

- Drive the success of these projects by balancing artistic ambition with commercial viability, ensuring all aspects of the production meet the highest standards.
- Manage relationships with internal and external stakeholders, fostering collaboration and maintaining strong communication channels.
- Proactively identify and mitigate any risks that could impact individual projects or the wider organisation.
- Oversee day-to-day operations, maintaining the flexibility to adapt to evolving opportunities and challenges.

### **Management of Staff and Teams**

- Collaborate with project teams, including co-producers, creative, production, operational, and marketing/communications personnel.
- In collaboration with senior management, manage contracting and commitments of freelance and internal team members.
- Support recruitment strategies and help Heads of Departments (HoDs) build the right teams for each project.
- Provide line management of relevant staff in line with project structures.
- Ensure all data management is robust and GDPR compliant.
- Oversee the pastoral care and well-being of all project team members.

### **Financial Management**

- Develop and manage budgets and financial models.
- Monitor day-to-day spending to ensure alignment with budget targets.
- Support HoDs in budget ownership and maintain oversight of cash flow.
- Work with the Senior Producer and Finance Director/Production Accountant to re-forecast budgets and complete accurate financial reconciliations.
- Oversee royalty payments and other financial cycles where applicable.

### **Stakeholder Relationships**

- Manage relationships with key stakeholders, co-producers and investors, providing updates through regular and reactive meetings.
- Ensure alignment with Punchdrunk's strategic objectives and communicate developments clearly across the wider team.
- Represent Punchdrunk as a professional, passionate, and reliable organisation at all times.

### **General**

- Act as a passionate advocate for Punchdrunk's work and culture.
- Attend events and represent the company as required.
- Maintain excellent relationships internally and externally.
- Adhere to all company policies, including Equal Opportunities and Health & Safety.
- Undertake other duties as reasonably required.

## **WHAT WE'RE LOOKING FOR**

### **Experience**

- At least 8 years' experience producing immersive, site-specific, festival or large-scale work.
- Proven ability to lead projects from concept through to delivery and long-term running.
- Excellent budgeting, scheduling, and project management experience.
- Experience managing multi-disciplinary teams and working closely with creatives.
- Excellent communication and stakeholder management skills.
- International experience is a plus.

### **Skills & Attributes**

- Creative and strategic thinker who thrives in collaborative and dynamic environments.
- Organised, proactive, and detail-oriented.
- Excellent written and verbal communicator.
- Able to lead calmly under pressure, solve problems efficiently, and adapt quickly.
- Financially literate and confident with complex budget management.
- Committed to team wellbeing, inclusion, and open communication.

## **THE WORKPLACE CULTURE**

The Punchdrunk environment is fast-paced, often reactive, and endlessly evolving. The workforce comprises a brilliant team of passionate, creative and committed staff and freelancers who thrive in a collaborative, supportive and non-hierarchical environment. The projects always strive to break new ground, which means that there is often no template or guideline for the work that is created. The ideal candidate is one who will be excited to be part of a team (whilst equally willing to be a proactive self-starter), happy to get their hands dirty, and who is comfortable with navigating the unknown.

## **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](mailto: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

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