



## Finance & Production Coordinator - JOB DESCRIPTION

**Responsible to:** Lead Producer

**Key Relationships:** Lead Producer, Producer, Head of Props and Dressing, Scenic Production Manager, Art Director

**Day Rate:** £170-190 (depending on experience)

**Contract:** Freelance, 12 weeks

**Location:** Punchdrunk's offices are in Woolwich, London.

**How to apply:** Please send in your application using the link [here](#).

**Deadline for applications:** Midday on the 25th May 2026

**Interviews:** Interviews are expected to take place at our Woolwich offices from 27th May 2026.

### About Punchdrunk

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. Recently listed amongst the **50 most influential artists of the last 50 years** (*Sky Arts, 2022*) 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, China and South Korea. *Sleep No More* in New York played to sell-out audiences for 14 years from 2011 until its final performance in 2025, and in Shanghai the show has been running since 2016 - becoming the longest-running immersive production in the city's history. In 2025, the internationally acclaimed experience also opened its newest edition in Seoul, South Korea.

*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 1 Cartridge Place in Woolwich.

In 2024, *Viola's Room* debuted in Woolwich, marking a bold 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 transferred to The Shed, New York in Spring 2025.

In Autumn 2025, Punchdrunk launched a new live experience titled *Lander 23*, a live action video game-style immersive experience that merges the company's theatre practice with genuine game mechanics.

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: *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, Boston, Mass.), *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), *Faust* (in collaboration with the National Theatre), and *The Burnt City*.

## **THE ROLE**

Punchdrunk is looking for an enthusiastic and proactive person to join our team. We are seeking a can-do individual with excellent communication abilities, meticulous attention to detail and someone who has great organisational skills to work with the immersive team.

## **JOB DESCRIPTION**

- Maintain detailed budget trackers and prepare cost reports for the Producer and Production Manager.
- Handle invoice approvals with the Lead Producer.
- Collate, check and process receipts for all design purchases - ensuring accuracy and correct coding.
- Liaise with immersive departments to monitor expenditure.
- Ensure all financial processes align with company policies.
- Co-ordinate weekly cost reporting and support end-of-production financial reconciliation.
- General administration and support the Production Manager – Immersive team, as required.
- Coordination support during R&D workshop.
- Collaborate with Heads of Props and Head of Dressing for schedule tracking.
- Collate RAMS and H&S documentation in the workshop.
- Assist with day-to-day workshop coordination and build progress
- Have an understanding and actively contribute to the health & safety processes and procedures of the building. This might include inducting freelancers to the venue, and ensuring the correct RAMS are received for the activities that will be carried out.
- Production research
- Crew booking and onboarding
- Sourcing of production materials
- Other duties, as required.

## **PERSON SPECIFICATION**

- Excellent organisational and administrative skills
- Excellent communication skills
- High attention to detail
- Good knowledge of excel
- 3 years minimum experience as an event coordinator / finance coordinator

## **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.

You may submit your application in written format or alternatively, as a video or audio file of no more than 5 minutes in length. To submit video or audio, the file should be uploaded privately to a hosting site and an access link emailed to [workwithus@punchdrunk.com](mailto:workwithus@punchdrunk.com).

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 professional references, one should be your current employer (or most recent if currently not in employment). We will seek your permission before making direct contact with any referees. Please note that it is likely we will seek to take up one reference for candidates progressing past 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 interview will be given the opportunity to specify any access needs so that appropriate arrangements can be made.