



PRODUCER - JOB DESCRIPTION & PERSON SPECIFICATION

Responsible to: Lead Producer / Senior Producer

Key Relationships: Head Of Producing & Planning, General Management, Head of Production, Finance Director, Producing Coordinator, Creative and Production teams

Salary: £50,000-£55,000k (depending on experience)

Contract: Fixed-term contract / Full time - Both roles are available to start ASAP

Location: Punchdrunk's offices are in Woolwich, London. Both roles require international travel and a period of temporary relocation.

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

Deadline for applications: Applications will be reviewed on a rolling basis and the vacancy will close once the position has been filled.

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 ROLES

Punchdrunk, renowned for pioneering immersive theatre, is seeking two experienced Producers to join our team and lead two ambitious international projects. These roles offer the opportunity to work on high-profile productions, collaborating closely with creative teams, technical departments, and external partners to deliver world-class immersive experiences. Both positions require strong leadership, organisational skills, and a proven ability to manage complex productions from conception through to delivery.

Producer – International Hotel Brand Production

Take the lead on a groundbreaking new production in partnership with a major high-end hotel brand. You will manage the production from pre-production through to opening night, overseeing schedules, budgets, and milestones to ensure the project is delivered on time and to the highest artistic standards. The role will include relocation for part of the production period. You will coordinate internal teams and external suppliers, manage operational and logistical challenges, and support marketing, PR, and sponsorship initiatives to raise the production's profile. This role offers the chance to shape a truly innovative immersive experience, contributing to Punchdrunk's reputation for creative excellence.

Producer – International Partner Production

Collaborate closely with an international producing partner on one of Punchdrunk's critically acclaimed productions. You will oversee all aspects of the production, including creative, operational, and financial elements, and relocate to China for part of the production schedule to ensure seamless on-site coordination. You will work to realise the production's artistic vision, build and maintain strong relationships with internal and external stakeholders, and contribute to other projects across Punchdrunk's portfolio. This role offers a unique opportunity to work across cultures and production environments, supporting the continued success of one of Punchdrunk's most celebrated shows.

JOB DESCRIPTION

Producing

- Oversee the entire production process, ensuring all project milestones and deliverables are achieved, with a flexible approach that can respond to evolving opportunities and challenges;
- Maintain and communicate the master schedule across all phases (development, workshops, casting, rehearsals, technical periods and previews and opening);

- Coordinate with creative, technical, and administrative teams to ensure smooth communication and workflow;
- Work closely with the external production management team to ensure all operational aspects of the production are on track;
- Collaborate closely with the Creative Team to ensure the delivery of their vision, providing support and resources as needed;
- Maintain a clear timeline and keep the Creative Team on track with key deadlines and deliverables;
- Anticipate and mitigate any risks that the project may pose - to itself and/or the wider organisation;
- Attend creative development sessions, workshops, rehearsals and creative, production and design meetings;
- Collaborate with partners on the hiring and onboarding of production and running staff, ensuring all roles are filled with qualified professionals;
- Monitor project expenses and financial reporting, making adjustments as necessary to stay within budget;
- Ensure compliance with all legal and health & safety regulations;
- Support the production management team to resolve any production-related issues that arise, maintaining a proactive and solutions-oriented approach;
- Working closely with the operational and running teams on the ground during pre-production, tech, rehearsals and the first opening weeks to ensure a smooth transition from the creative vision to practical execution, guaranteeing that every aspect of the production aligns seamlessly;
- Foster a collaborative and positive working environment that promotes creativity and productivity;
- Ensure smooth communication across all departments throughout the production lifecycle;
- Troubleshoot operational challenges, maintaining creative integrity while ensuring safe and practical delivery.

Management of Staff and Teams

- Oversee project teams of internal and external staff including creative teams, production teams, operational teams and marketing and communications personnel;
- Work closely with the General Management team to coordinate recruitment and contracting for the project;
- Develop project recruitment strategies where required and support HoDs for the recruitment of their teams;
- Oversee onboarding processes, personnel administration and compliance documentation;
- Day-to-day line management of freelance staff for projects as per agreed project organogram.

Stakeholder Relationships

- Support the Lead Producer in managing relationships with key stakeholders with regular internal and external updates alongside reactive / scheduled meetings as required;
- Keep the wider Punchdrunk team informed of project developments and key headlines;
- Ensure Punchdrunk is presented as a professional, passionate and highly reliable company at all times.

Financial Management

- Develop and maintain the production budgets in collaboration with partners;
- With internal and external Finance teams, re-forecast budgets, update and maintain accurate and detailed cash flow, and oversee regular reconciliations;
- Allocate and monitor departmental budgets, supporting Heads of Department to manage resources effectively;
- Prepare regular financial updates and forecasts;
- Escalate potential overspends, contractual implications or financial risk at an early stage;
- Track actuals and manage cost control in line with agreed spend parameter;
- Support the preparation of updates and forecasts;
- Manage invoice processing, issue and reconcile receipts, track payments, and ensure accurate financial documentation in coordination with finance and production teams.

General

- Be a passionate advocate for Punchdrunk's work playing a proactive part in the company's wider function and culture;
- Attend Punchdrunk events and be an ambassador for the company;
- Maintain positive relationships with Punchdrunk colleagues and stakeholders;
- Comply with company policies at all times, including but not limited to Equal Opportunities and Health & Safety;
- Undertake other duties as may be reasonably required by your Line Manager.

PERSON SPECIFICATION

- Significant experience working on large scale productions as a Line Producer within theatre, or within major performing arts organisations;
- Strong understanding of the full production lifecycle, from early development and budgeting through rehearsals, technical periods, running and wrap up;
- Excellent financial literacy, including production budgeting, forecasting, cashflow management, cost reporting and reconciliation;
- Experience contracting and working with creative teams, cast, crew and suppliers, with an understanding of UK employment law, Equity, SOLT/UKTC agreements and freelance contracting practices;
- Demonstrated ability to manage complex projects and work confidently under pressure in fast-paced environments;
- Exceptional organisational skills with meticulous attention to detail and accuracy in documentation, scheduling and record-keeping;
- Excellent communication, interpersonal and negotiation skills, with the ability to liaise effectively with creatives, production staff, venues, suppliers and stakeholders;
- A proactive, calm and solutions-focused approach, with strong problem-solving skills and sound judgement;
- Proficiency with standard production tools and software (e.g. Microsoft Office, G-Suite, budgeting templates);
- A genuine passion for delivering world-class theatre and live experiences.

EMPLOYMENT TERMS

Fixed-term contract / Full time

- Pension contribution, following completion of probation period.
- 20 days holiday per annum (rising to 25 days after one year) + 8 UK bank holidays
- 3 month probation.
- 2 month notice period

Place of Work: Punchdrunk offices in Woolwich & international travel including a temporary relocation for delivery.

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.

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 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.