



Production Coordinator (Short-Term Contract)

Responsible to: Production Manager & Head of Technical & Production

Key relationships: Creative Team, Project Producers

Dates: TBC

Days: 3 - 5 Days a week

Fee: £175.00 per day (a working day is from 10:00am to 06:00pm)

Deadline for applications: 17th July 2026

Applications will be reviewed and interviews will take place on a rolling basis. Shortlisted candidates will be notified in due course. If you are interested in this role, we encourage you to submit your application as early as possible. We reserve the right to close this vacancy as soon as we have received sufficient applications for the role.

Please send in your application using the link [here](#).

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, 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.

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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 seeking a proactive and highly organised Production Coordinator to support the delivery of ambitious projects. Working closely with the Production Manager and Head of Technical & Production, you will provide coordination and administrative support across the early planning, design development, tendering, and pre-construction phases. You will help ensure information is organised and communicated effectively between creative teams, consultants, contractors, and producers, while coordinating documentation, tracking actions and deadlines, and supporting budgeting, scheduling, and project planning.

This is a hands-on role suited to someone with excellent organisational skills, strong attention to detail, and the ability to manage multiple workstreams in a fast-paced environment. You will also undertake operational and technical research to support decision-making, making this an excellent opportunity for someone looking to develop a career in production management, project coordination, or the delivery of large-scale immersive experiences.

JOB DESCRIPTION | RESPONSIBILITIES INCLUDE:

Tender Preparation & Procurement Support

- Assist the Production Manager in preparing and issuing tender documentation for key work packages (e.g. structural steel, partitions, demolition, specialist contractors).
- Help maintain scope summaries, specification notes, and deliverable trackers.
- Coordinate communication with suppliers and contractors, collating pricing, clarifications, and supporting documents.

Consultant Coordination & Technical Research

- Support the Production Manager with liaison between Fire, Structural, Accessibility, and Health & Safety consultants.

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- Help gather and consolidate their guidance into clear, actionable notes for the Production Manager and design team.
- Assist in identifying layout or sequencing issues early, helping the team problem-solve and plan efficient solutions.

Operational Planning & Layout Review

- Work with the Production Manager to capture and record initial operational needs for audience areas, bar and service zones, and staff circulation.
- Support updates to space schedules, ensuring operational and safety requirements are reflected in current drawings.

Local Authority & Licensing Research

- Assist in researching relevant local authority and licensing considerations such as alcohol sales permissions, toilet provisions, and crowd flow guidance.
- Prepare concise briefing notes and assist where specialist advice may be needed.

Documentation & Coordination Support

- Maintain version control of documents, trackers, and consultant reports.
- Prepare and circulate meeting notes and weekly coordination updates.

Person Specification

- Minimum of five years of professional experience in a similar role
- Project Coordination: Experience managing project logistics, budget tracking and reconciliation, timelines, and schedules on large scale theatre and live events, or in arts organisations.
- Strong Organisational Skills: Ability to handle multiple tasks, prioritise effectively, and maintain attention to detail working in high-pressure environments.
- Communication and Interpersonal Skills: Strong written and verbal skills for clear communication with internal teams, artists, and external partners.
- Budgeting and Financial Management: experience in detailed budget tracking and reconciliation, invoice processing, and working within project budgets.
- Problem-Solving and Adaptability: Quick-thinking and resourceful, able to adapt to changing circumstances in fast moving environments.
- IT and Administrative Skills: Proficiency in Google Suite or similar software to manage schedules, documents, and project administration.
- Attention to Detail: Responsible for meticulous contract management, budget tracking and reconciliation, documentation accuracy, and compliance with all regulatory requirements.
- Collaboration: Ability to work collaboratively with a large team.

Desirable:

- Experience in theatre or large scale production particularly on an international-scale within multiple time-zones.
- Knowledge and experience of processing and running royalty cycles.



EMPLOYMENT TERMS

Contract Type: Freelance 3-5 days per week days TBC

Fee: £175.00 per day

Place of Work: Punchdrunk offices in Woolwich & potential international travel.

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 one reference for candidates progressing past a first 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.

RECRUITMENT TIMELINE

Applications will be reviewed and interviews will take place on a rolling basis.

Deadline for applications: 06:00pm on 17th July 2026

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.