



## **TECHNICAL and PRODUCTION ADMINISTRATOR JOB DESCRIPTION & PERSON SPECIFICATION / Punchdrunk**

Responsible to: Head of Production

Key relationships: Heads of Department, Deputy Production Manager, Production Coordinator, Producers and Finance Team

Salary: £23,000- £25,000 per annum (pro-rata), depending on experience

Contract: Fixed-term contract, approximately 9 months (July 2021-April 2022)

Deadline for applications: 12pm, Tuesday May 18th by email, with the subject "Technical Production Administrator" to [workwithus@punchdrunk.com](mailto:workwithus@punchdrunk.com).

### **OUR HISTORY**

Formed in the UK by Felix Barrett in 2000, Punchdrunk has pioneered a game-changing form of immersive theatre in which roaming audiences experience epic and emotional storytelling inside sensory theatrical worlds. Blending classical texts, physical performance, award-winning design installation, and unexpected sites, the company's infectious format rejects the passive obedience usually expected of audiences. Our award-winning productions invite audiences to rediscover the childlike excitement and anticipation of exploring the unknown and experience a real sense of adventure. The company's international production, *Sleep No More*, has celebrated 10 years of its extended run in the USA. In December 2016, a redeveloped version of the production opened in Shanghai and continues to run. *The Third Day*, a six part TV drama and theatrical broadcast created by Dennis Kelly and Felix Barrett aired on Sky and HBO earlier this year. Punchdrunk also announced a partnership with gaming giants Niantic earlier this year.

Punchdrunk's award-winning productions include *Faust* (in collaboration with the National Theatre, 2006), *The Masque of the Red Death* (2008), *Tunnel 228* (in collaboration with The Old Vic, 2009), *It Felt Like A Kiss* (with Adam Curtis and Damon Albarn, Manchester International Festival, 2009), *Sleep No More* (with the American Repertory Theatre, Boston, Mass., 2009), *The Duchess of Malfi* (with ENO, 2010), *The Crash of the Elysium* (Manchester International Festival, 2011) and *The Drowned Man: A Hollywood Fable* (with the National Theatre, 2013). Since 2008, Punchdrunk Enrichment has taken this immersive practice into communities, creating performances with and for children, young people and the wider community.

## **THE ROLE**

Punchdrunk is seeking a talented and dedicated Technical and Production Administrator. This role supports all production and technical operations functions with expert administrative support to the entire Production team (including set, lighting, sound, rigging, design, dressing, scenic and building management).

In collaboration with the Head of Production and the Producers, the Technical and Production Administrator will have a special focus on establishing, disseminating and maintaining administrative, financial and HR systems throughout the production departments. This is a heavily administrative role, specifically supporting the production management department throughout the build and opening of a large-scale project.

## **JOB DESCRIPTION | RESPONSIBILITIES INCLUDE:**

### **Finance Administration**

In collaboration with Head of Production, Producers and Finance Team:

- Help implement financial systems for the Production departments
- Work within agreed finance and accountancy procedures. This will include the prompt and accurate coding of order forms and invoices and preparing accurate itemised reconciliations of receipts for project floats and associated expense claims as required
- Maintain excellent communication between the Production staff and the Finance department
- Administer and issue the use of production petty cash
- Oversee the reconciliation of production budgets
- Monitor and document the use of company cards
- Induct Production staff on financial procedures
- Contribute to the development and improvement of financial procedures
- Serve as the main point of contact for payments for suppliers
- Support the Production staff with financial procedure queries

### **Recruitment**

- Support all the production departments in the administration of recruitment processes
- Coordinate recruitment deliverables in order to hit deadlines and support communication amongst production, finance and HR departments with support from the Producers

### **Production**

- Act as a production and technical assistant
- Communicate schedules and timelines to relevant individuals, departments and organisations
- Minute meetings as necessary
- Place orders for equipment and negotiate deals with suppliers
- Maintain the database of freelance staff
- Undertake research as required
- Maintain and develop relationships with existing and new suppliers

## **PERSON SPECIFICATION:**

### **ESSENTIAL EXPERIENCE, SKILLS AND ATTRIBUTES**

- Stage/Production Management or technical experience or at least a demonstrable understanding of working in technical theatre or production for the performing arts
- Experience of dealing with financial systems including petty cash reconciliations and invoice processing
- Excellent administrative skills including strong attention to detail alongside good IT skills and fluency in Word and Excel
- Excellent organisational and communication skills
- Ability to manage multiple priorities and meet deadlines
- Commitment to achieving high standards
- Ability to work under pressure
- Positive and enthusiastic attitude, including a flexible approach to developing and delivering the job
- Commitment to equal opportunities and sustainability
- Enthusiasm for training, mentoring and support of emerging talent.
- A methodical, logical and thorough approach to work and an ability to use initiative as part of a team
- Strong planning, organisational and interpersonal skills
- A strong working knowledge of Google Docs
- The ability to respect confidentiality and use discretion

### **DESIRABLE EXPERIENCE AND SKILLS**

- Knowledge of Technical and Site Equipment and suppliers
- Experience managing GDPR
- Experience working in non-traditional performance venues

### **EMPLOYMENT TERMS**

- Fixed-term contract, approximately 9 months
- Standard 40 hours per week Monday to Friday
- 4 week probation (notice during probation 1 week on either side)
- 3 week notice period
- £23,000- £25,000 per annum (pro-rata), depending on experience
- TOIL provision
- Pension contribution, following completion of probation period
- 20 days holiday per annum + UK bank holidays (pro-rata)
- Place of Work: Punchdrunk offices in London
- Direct Report to Head of Production
- Due to the nature of this role some evening or weekend work will be required

## NOTES TO APPLICANTS

If you are called for an interview you will be required to sign a 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 submit 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.

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 to the second interview, prior to making an offer.

Please submit your application by email, with the subject "Technical and Production Administrator" to [workwithus@punchdrunk.com](mailto:workwithus@punchdrunk.com) by 12pm on Tuesday, May 18th . Shortlisted candidates will be notified by the 28th of May.

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 fulfil 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:

- Deadline for applications: 12pm, Tuesday May 18th
- First Interview: w/c 31st of May
- Second Interview: w/c 7th of June
- Contract commences: July 2021