



## THE JAMIE LLOYD COMPANY POSITION AVAILABLE

The **Jamie Lloyd Company** is the leading West End and Broadway production company led by Artistic Director and Executive Producer Jamie Lloyd. The company creates groundbreaking productions with the very best acting talent in the world. The company's work includes radical reappraisals of *Sunset Boulevard*, *The Effect*, *A Doll's House*, *The Seagull*, *Cyrano de Bergerac*, *Betrayal*, *The Maids* and *Macbeth*, with casts including Uzo Aduba, Zawe Ashton, Hayley Atwell, Gemma Chan, Emilia Clarke, Jessica Chastain, Paapa Essiedu, Claire Foy, Martin Freeman, Kit Harington, Tom Hiddleston, James McAvoy, Arian Moayed, Simon Russell Beale, Taylor Russell and Nicole Scherzinger.

@JamieLloydCo  
thejamielloydcompany.com

**Job Title:** Production Coordinator & Executive Assistant

Responsible to: General Manager & Executive Producer  
Responsible for: Production Assistants, Company Managers, Interns

### **Person Specification**

#### ***Essential***

- At least 2 years' experience working in theatrical production
- Proven experience of managing projects
- Ability to work as part of a team and as a motivated individual
- Excellent time management skills
- Excellent communication skills: both written and spoken
- A genuine enthusiasm for theatre and the arts
- Experience of working with high profile creative team members
- An ability to remain discreet

#### ***Desirable***

- Experience working with SOLT/UKTheatre Agreements
- Good knowledge of IT including Office, Microsoft Excel, Word and Outlook
- Experience in managing people
- Interest in marketing and social networking
- Previous experience liaising with touring venues
- Educated to degree level

### **Key Responsibilities**

#### ***Production***

- To be the face of the production department alongside the General Manager
- Support the Executive Producer, Producer and General Manager in the day-to-day running of each production
- Liaise with company managers and other key members of the team of each production to ensure the smooth preparation and running of each production
- Central point of liaison for the production department
- Draft and administrate contracts
- Maintain and distribute contact sheets for each production
- Book rehearsal/reading spaces and run castings including management of the Spotlight casting lists
- Administration and checking of venue contracts
- Tour booking as required in co-ordination with the producers



- Manage production insurance
- Booking production travel and accommodation for creative team members, company and cast where applicable
- Arranging travel, visas and accommodation, and occasionally travelling with the Executive Producer to join meetings or to provide general assistance
- Screening phone calls, emails, enquiries and requests, and handling them when appropriate
- Meeting and greeting people at all levels of seniority
- Organising and maintaining the Executive Producer's diary and making appointments
- Dealing with incoming emails and post, often corresponding on behalf of the Executive Producer
- Carrying out background research and presenting findings
- Organising and attending meetings
- Liaising with clients, artists and other staff.
- Organisation and logistics of events including Gala and Press Nights

#### **Finance**

- Production credit card and expenses reconciliations
- Support the accountants in payroll and invoicing
- Manage venue contra reports and reconciliation

#### **Marketing**

- Education and outreach
- Marketing liaison
- Production press book
- Manage social media accounts

#### **Hours/Holiday**

- Full time Monday to Friday 9.30am – 6pm with some weekend and evening work expected and occasional overnight stays away from home
- Holiday: 20 days per year plus public holidays

#### **Salary**

- Negotiable according to experience

#### **Applications**

- To apply, please send a CV and covering letter (including salary expectations) to:  
info@thejamielloydcompany.com  
or apply through:  
thejamielloydcompany.com.