

January 2022

Thank you for your interest in the post of Production Coordinator.

This pack includes information on Theatre Royal Stratford East, the job description, person specification and details on how to apply. Please read all the information carefully before starting your application. Only relevant information will be considered when shortlisting applicants for interview. You may find it helpful to look at the Stratford East website www.stratfordeast.com for general information on the theatre's policies, current programme and past history.

We would like all applicants to know that if they need additional support during the recruitment process we are happy to make reasonable adjustments.

Access requirements for the application process

We want to make this application process as accessible as possible and supply large print application packs. We will accept covering letters and CVs in a video or audio format.

We appreciate that some candidates will have needs which mean that it is preferable for them to submit a recorded application, rather than a written one.

Recorded applications should be:

- No longer than 5 minutes, unless longer is needed to meet your access needs
- We welcome application videos in BSL

If you have any specific requirements including anything you might need should you get called for interview (e.g. interpreters, information in different formats etc.), or would like to discuss any aspect of the role in confidence, please contact recruitment@stratfordeast.com.

Please note, any information you provide around your access requirements will not form part of the shortlisting process.

To apply for the post, please:

Enter your details on our online submission form:

<https://hr.breathehr.com/v/production-coordinator-20849>

- and upload your covering letter and CV.
- Complete the equal opportunities monitoring form via this link: [Applicant Monitoring Form](#) (optional)
- If you choose to submit a recorded application, please email the recording to recruitment@stratfordeast.com
- If your recorded application can be found online, please send the link to recruitment@stratfordeast.com
- When submitting your covering letter and CV via our website, please ensure your full name is part of the file name of the document you upload.
- Please ensure your CV is no longer than 2 pages.

The deadline for receipt of completed applications is **midday, Monday 14 February 2022. Applications received after midday on the deadline date will not be accepted.**

It is intended that initial interviews will take place on **Tuesday 22nd or Wednesday 23rd February 2022.**

We may ask you to carry out a task as part of the interview process. We give as much notice as possible ahead of a task. We are happy to make reasonable adjustments for applicants, if needed, to complete the task.

We look forward to receiving your application and thank you for your interest in Theatre Royal Stratford East.

Theatre Royal Stratford East

Stratford East makes theatre both for, and inspired by, our community in Newham, East London. We continue the political and revolutionary ethos of our founder Joan Littlewood as a leading London theatre and civic hub for East London. We are driven by our art, inclusive and bold. We tell stories that provoke discourse about the world we live in and our place within it.

Stratford East is a producing theatre, built in 1884, in the heart of East London, situated a short walk from Stratford station. We have a proud history and an exciting future. We represent our culturally and socially diverse community in the work we make, the people we employ and our audiences and participants. We tell stories that are current, political and representative of London.

From 1953 – 1979 the theatre was the home of Joan Littlewood's legendary Theatre Workshop Company. The Company received international recognition with their acclaimed productions such as *Oh, What a Lovely War!* and *A Taste of Honey*. Many leading actors, writers and directors have been part of the Theatre Royal Stratford East family including Meera Syal, Barbara Windsor, Don Warrington, Sheila Hancock, Indhu Rubasingham, Tanika Gupta, Roy Williams and Cynthia Erivo.

Under Nadia Fall's Artistic direction, we present a bold programme of reimagined classics, timely revivals and ground-breaking new work. Nadia's first season included a revival of *Equus*, which received seven 5 star reviews and a West End transfer, Sir Lenny Henry starred in a critically acclaimed and powerful rendition of August Wilson's *King Hedley II*, and we engaged over 300 young people in a large scale production of Benjamin Britten's *Noyes Fludde* in collaboration with English National Opera.

Alongside our work on stage, we run a Learning and Participation offer that is accessible and inclusive to all, with the aim to develop creative talent for people of every age. We run a range of programmes to create a lasting impact for our local community which aims to:

- provide routes into the industry, across all theatre departments, with a particular focus on diversifying those coming into the workplace,

ensuring the theatre workplace of the future is a diverse and skilled one; and

- provide opportunities to people of all ages to develop their creative talents and engage with the work of the theatre, ensuring that there is a creative outlet to the widest possible constituency.

Our Mission

- We produce work of the highest artistic quality that is:
 - Popular: Theatre of the highest quality that seeks to move and entertain everyone
 - Political: Work that provokes discourse about the world we live in and our place within it
 - Inclusive: Stories that are representative of our East London home and speaks to a wider London audience and which strive for an expansive and imaginative portrayal of its diverse communities
- We ensure diversity and inclusion is central to everything we do
- We are investing in our Grade 2 listed building
- We work to be environmentally sustainable
- We nurture and develop our staff
- We create and champion opportunities for a diverse range of artists
- We develop an emerging generation of talent
- We present a year-round participation programme for people of all ages
- We engage with local partners and people in Newham and the East London area

Governance and Finances

Theatre Royal Stratford East is a registered charity (Charity Name: Pioneer Theatres Ltd) and a company limited by guarantee. Stratford East Trading Limited is a subsidiary of the charity and operates the bar and catering provision. We are overseen by a non-executive Board of Directors chaired by Dame Margaret Hodge MP. The Board delegate day-to-day management of the theatre to its Executive Team: Nadia Fall (Artistic Director and CEO) and Eleanor Lang (Executive Director).

We have an annual turnover of approximately £3.5m and our work is funded through four main sources: grant income from Arts Council England and the London Borough of Newham; box office income;

fundraising income from trusts, businesses and individuals; and other earned income which includes commercial hires, catering and front of house sales.

COVID-19

Covid-19 has had a devastating effect on the entire theatre industry, and we have been fortunate during this time to receive Culture Recovery Fund support. We reopened in June 2021, in a socially distanced way, with full opening from September 2021, with Conor McPhearson's Shining City and are working on developing a business plan for 2022-26 which reflects the adaptations we have had to make due to the pandemic, and its legacy.

Safeguarding and Safer Recruitment Practises

Stratford East is committed to safeguarding and embeds safeguarding in all of its working practices.

As part of our recruitment process, we ask applicants to agree to undertake a DBS check and complete a self-disclosure form, if applicable to the role.

Applicants will need to complete a self-disclosure form if invited to an interview. The completed form should be brought to the interview in a sealed envelope, marked 'confidential'. The envelope will only be opened, and the contents reviewed, as part of our referencing process, if the candidate is successful. All unopened disclosure forms will be shredded.

References are only sought for successful candidates, when referees are approached, we will ask them to assess the candidate's suitability for the role if it involves working with children, young people, and vulnerable adults.

JOB DESCRIPTION

Job Title:	Production Coordinator
Reporting to:	Head of Production
Key Working Relationships:	Production team, Artistic team

MAIN PURPOSE OF THE POST

To provide the highest standard in administrative support to the production department. The aim is to assist with the smooth running of the building ensuring clear communication within the department and between the department and the rest of the building.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Finance

- Budget and process weekly the production departments hours with Head of Production and Finance department, ensuring the finance team have details of new starters
- Reconcile and process petty cash claims and credit card balances.
- Carry out budget administration, purchase orders, invoices (processing and queries) & expense claims

Personnel

- Work closely with Production department recruiting freelance production staff.
- Work with the Planning Manager and People & Culture Manager to ensure that all freelance production staff are contracted
- Set up freelance Stage Management and Wardrobe staff with necessary IT support and financial inductions and act as liaison for other departments

Production

- Ensure rehearsal rooms are set up working with Producer
- Attend weekly organisational and departmental meetings, and to share information between the production department and the wider team
- Support members of the department in planning and delivering productions
- Co-ordinate sending out relevant production documentation, contacts, and model boxes and act as the point of contact for certain production queries
- Support members of the team in planning and delivery of the productions
- Ensure production contact sheets are up to date

- Attend production meetings where possible
- Assist in the management of the costume and props store

Artistic

- Support the Artistic team with auditions and workshop sessions
- Support the Artistic team with day to day admin tasks, including creating POs, filing, creating contact sheets and photocopying scripts
- Provide additional support to the Artistic team in the absence of the Deputy Producer

Other

- Advocate for Stratford East, its mission, aims and activity
- To maximise income and minimize expenditure wherever possible, without jeopardising the quality of the work or the reputation of TRSE
- To be familiar with and abide by all TRSE Company Policies including, but not limited to, our Equal Opportunities Policy, Dignity at Work Policy and Health and Safety Policy
- Other tasks as required, commensurate with the overall purpose of the post

Person specification

	Essential	Desirable
Experience		
Experience of working in an administrative role in an office environment	X	
Experience of working in in a producing theatre environment		X
Skills		
Good numeracy and literary skills	X	
Accuracy and close attention to detail	X	
Ability to prioritise work, work to deadlines and take initiative	X	
Demonstrably strong administration and organisational skills	X	
Personal Attributes		

The ability to work well in a team	X	
Personable and able to communicate effectively with a wider range of people	X	
Proactive and flexible, with a can do approach	X	
An interest in developing a career into technical theatre		X

INFORMATION

Contract type: 12 months Fixed term

Salary: £16,800 per annum (based on full time salary of £24,000)

Hours of Work: 28 hours a week (3.5 days)
Usual hours worked between Monday to Friday, 10am to 6pm, with occasional evening/weekend work required for which an informal TOIL system is in operation.

Holidays: 30 days per annum including bank holidays pro rata.

Probation: 3 months

Notice Period: 2 months (after probation)

Pension: Up to 5% matched pension contribution after qualifying period

Other Benefits: Season ticket loans, Cycle to Work Scheme, complimentary theatre tickets, staff catering discounts, Employee Assistance Programme (support and advice via phone and online for on various matters including legal, debt, counselling etc.)

TRSE is committed to a policy of equal opportunities embracing diversity in all areas of activity and positively welcomes applications from disabled people and people of all ethnicities.

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