

Mayflower

New vacancy

PRODUCING AND PROGRAMMING CO-ORDINATOR FULL TIME PERMANENT

Mayflower Theatre is the largest theatre on the South Coast with 2,270 seats in the auditorium. The Theatre's aim is to bring a diverse range of shows to Southampton. We present a mixture of spectacular touring productions, from musicals to dance, opera, drama, ballet and comedy.

Mayflower Studios (MAST) is a cultural and community hub. We present family shows, dance, musicals, music, comedy, circus, cabaret, spoken word, and visual arts. We put participation at the heart of everything we do.

Both the Theatre and Studios operate under the Mayflower brand. Collectively we provide Inspiring Experiences to all who engage with each venue.

We're looking for a proactive and highly organised individual with excellent administrative skills to support our producing and programming activities. This fast-paced role demands flexibility, enthusiasm, and the ability to manage multiple priorities within our creative programme. You'll work closely with both our in-house and freelance artistic teams to ensure seamless collaboration and smooth operations.

Producing and Programming Co-ordinator

Your main responsibilities will be:

- Draft and distribute booking confirmations, contracts, invoices and compliance documents for productions.
- Create production schedules, coordinate casting administration including auditions and organise room bookings.
- Communicate effectively and in a timely manner with stakeholders including internal departments, co-producers and agents.
- Work closely with colleagues in Marketing in the delivery of appropriate communications and content.
- Organise, attend and note take for all production meetings.
- Co-ordinate the programming administration of co-productions and small-scale presented work using internal systems and processes.
- Liaise with Finance department and support the Senior Producers in maintaining up to date budgets and excellent records for credit cards and other financial administration.

Our ideal applicant will have:

- Over one year of experience in a high-pressure administrative role, consistently delivering results in a fast-paced, deadline-driven environment. Proven ability to

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manage competing priorities, maintain accuracy under pressure, and support team objectives with efficiency and professionalism.

- Excellent knowledge of Microsoft IT packages are essential.
- Ability to effectively prioritise a demanding workload and adhere to strict deadlines whilst maintaining excellent attention to detail.
- A high standard of written and verbal communication skills with the ability to communicate in a professional manner.
- A proactive attitude with the ability to drive work forwards under direction.
- Knowledge of, or interest in, the theatre industry.
- Experience of contracting, budgeting or database management.
- Skilled in building authentic relationships and ability to work across cross-functional teams and with all levels of leadership.

The role will be offered based on a permanent contract, for 37.5 hours per week.

Salary: £27,807

Some evening and weekend work will be required.

Mayflower is committed to safeguarding - protecting young people and adults with needs for care and support. As such, any roles involving any type of regulated activity with young people and adults with needs for care and support are subject to a safer recruitment process, including Enhanced DBS clearance before taking up the role along with the collection of references. We ensure that we have a range of policies and procedures in place which promote safeguarding, diversity & inclusion and safer working practice across Mayflower.

How to apply:

Full details including job descriptions and how to apply can be found at

<https://www.mayflower.org.uk/about/jobs-and-opportunities/>

We are committed to ensuring a fair process for all candidates. For more details, please see our Diversity and Inclusion statement on our website's jobs and opportunities page on the link above.

If you require any assistance or have any additional requirements to complete your application with the recruitment process, please contact the People & Culture Team at recruitment@mayflower.org.uk or on 02380 711800 ext. 0. You can also contact us with any further questions you may have.

Closing date: 21 August 2025 at Midday. We reserve the right to close this vacancy early if we receive sufficient applications for the role, therefore if you are interested, please submit your application as soon as possible.

Interviews will be held on the 4 September 2025