

Mayflower

JOB DESCRIPTION

Job title	Producing and Programming Coordinator
Department	Producing
Reporting to	Head of Programming
Liaise with	Senior Producer – Local, Senior Producer – National, Assistant Programmer and Administrator, Head of Participation, Creative Outreach Manager, Creative Learning Manager, Technical and Production Team, Production Teams, Marketing, Creatives, and Freelancers.

Job purpose

The Producing and Programming Coordinator is responsible for providing comprehensive and practical administrative support to the producing and programming teams.

Main duties

Support all in-house and co-production projects leading on the administrative duties for said productions, as detailed below.

- Draft and distribute contracts for productions and the related invoices and compliance documents and ensure that all requested information is returned, for example DBS.
- Create production schedules.
- Under guidance, coordinate casting and availability checks, arrange auditions.
- Communicate effectively and in a timely manner ensuring quick responses to emails and messaging, and that information is distributed to relevant departments and any freelance individuals promptly, including schedule changes.
- Research and obtain performance rights, particularly Performing Right Society (PRS).
- Work closely with colleagues in Marketing in the delivery of appropriate communications and content.
- Organise, attend and note take for all production meetings.

Support the Head of Programming as detailed below.

- Manage incoming programming enquiries.
- Work with the Assistant Programmer and Administrator to generate confirmations/deal memos and contracts.
- Support filing and other systems such as YesPlan, SharePoint and My Compliance.
- Co-ordinate the programming administration of artist development and participation productions/events
- Co-ordinate the programming administration of co-productions ensuring all detail is shared with relevant teams.
- Utilise our venue management software (YesPlan) to co-ordinate an accurate, efficient and consistent process for setting up shows and events.
- Book rehearsal and meeting rooms.
- Arrange accommodation and travel as required.

Financial

- Maintain excellent records with regard to all producing projects, in particular the producing credit card and Equals Cards.
- Liaise with Finance on payments to creatives ensuring timely recompense
- Use the purchase order process, placing orders on account and maintaining up-to-date records of production budgets and commitments

Any other duties as may reasonably be required.

Person Specification

The role requires a highly organised individual with strong project management and administration skills, excellent attention to detail and an understanding of the arts and theatre, capable of managing a range of priorities.

Essential

- Excellent administration and project management skills with a proven ability to organise and prioritise a demanding workload and to work effectively using own initiative
- Excellent written and verbal communication skills
- Excellent numeracy skills, the ability to administer budgets and schedules, and to manage, monitor and report on income and expenditure effectively
- Accuracy and attention to detail
- The ability to develop new relationships
- Excellent IT and computer skills relevant to the post's requirements
- Ability to work as part of a creative team, to work fast and effectively under pressure and to tight deadlines
- Understanding of the technical aspects of a producing and presenting theatre
- Enthusiasm for Mayflower and its core values
- Ability to work as part of a team
- A flexible approach and readiness to travel and to work evenings and weekends as required