

### Job Description

**Position: PRODUCTION ASSISTANT**

**Reporting to: Associate Producer/General Manager**

#### **Job Purpose:**

**To provide administrative support to the Production Department at SFP**

#### **Production**

- Assist with any travel and accommodation requirements for productions, including immigration and Visa information.
- Assist with the co-ordination of entertaining and hospitality for first day of rehearsals, first previews, opening nights, wrap parties and other production events.
- Research and book rehearsal spaces.
- Attend production and marketing meetings.
- General assistance as required to the Production and General Management departments at SFP.

#### **Financial**

- Order production petty cash floats and reconcile production petty cash returns.
- Reconcile SFP management credit card statements accurately and promptly.
- Generate cheque and BACs requests and order per diems, as required.
- Liaise with production managers, company managers, production staff and colleagues and ensure that invoices are accurate and allocated to the correct account codes.
- Liaise with the accounts department to help ensure prompt payments to freelance staff and suppliers. Ensure that SFP responds to payment queries from freelance staff, suppliers, agents and company members.
- Create and analyse royalty and salary illustrations, as required.
- In conjunction with line managers, recharge SFP expenses to shows which SFP does not general manage.
- In a timely matter, receive, check and forward to the accounts department payrolls sent by company managers on a weekly basis, as required.
- Liaise with company managers on a regular basis to ensure the efficient and accurate financial administration of productions.
- Liaise with production managers, company managers, production staff and colleagues to ensure vendor accounts are set-up correctly and good relationships with suppliers are maintained.
- Prepare royalty statements and raise self-billing invoices for author and creative team members, as required.

#### **Contracts**

- Draft and issue agreements for company members, production staff, creative and others, as required. Ensure that colleagues are informed of relevant clauses within the agreements.
- Draft and issue union contracts, as required.
- Check and agree contracts for SFP's productions.
- Keep paper and electronic filing up to date.

**Investment**

- Ensure that investor records are regularly updated.
- Assist with the drafting of investment documents. Ensure documents are proofed and that accurate financial information is included.
- Draft investment agreements.

**Programmes & Marketing Materials**

- Assist with preparing programmes for SFP's productions, ensuring that all contractual obligations are fulfilled, that all material is approved and fully proofed, including all spelling and punctuation. Ensure programmes are reprinted as required and subsequent proofs delivered on time.
- Assist with preparation of press packs for each show and share as necessary.

**Administration**

- Be a first point of contact for enquiries to the production and provide general management departments, whether by telephone, email or in person, ensuring that all queries are passed on to the correct person or dealt with as appropriate in a timely manner.
- Prepare paperwork for meetings and minute meetings, as required, ensuring that minutes are both accurate and distributed promptly.
- General administrative and research assistance as necessary.
- Ensure paper and electronic files are kept up-to-date.

**General**

- Develop and maintain office systems for the smooth and efficient running of the SFP office.
- Work as part of a team, covering other team members during illness and holiday.
- Work with the Office Administrator and other Production Assistants to ensure the smooth running of the office.
- Be present at SFP's performances, events and meetings as required (which may include some evening and weekend work).
- Complete such other duties as may be reasonably required.
- As this role will involve access to confidential and commercially sensitive information, it is essential that all such information is kept confidential.

**Employment Terms**

- Hours: Usually 10am–7pm Monday–Friday (1 hour lunch break). Due to the nature of this role, some evening and weekend work will be required and you may be asked to work additional hours from time to time.
- This role may require travelling and overnight stays for work, where expenses would be paid.
- Contract: Full time, fixed term for 12 months.