

RECRUITMENT PACK FOR PRODUCTION ASSISTANT

1. About us

Sonia Friedman Productions (SFP) is a West End and Broadway production company responsible for some of the most successful theatre productions in London and New York.

Since 1990, SFP has developed, initiated, and produced over 185 new productions and together they have won a staggering 58 Olivier Awards, 34 Tonys and 2 BAFTAs.

Sonia Friedman Productions is looking for an exceptional individual with previous production experience and flawless administrative skills for the position of Production Assistant, based at our busy production office in Covent Garden.

The ideal candidate will be friendly, have a passion for theatre, a “can-do” attitude and a good level experience of working in a theatre company. The ability to work in a team, across a number of productions at any one time, while also completing tasks on your own, is crucial. You will be numerate, highly competent in Excel and Word, and able to play a key part in one of the busiest production companies in the world. Some evening work and weekend work will be required.

2. Corporate Social Responsibility: our priorities

- **Next Generations:** introducing tomorrow’s audiences to the pleasures of live entertainment, recruiting and nurturing the next generation of industry talent.
- **Inclusion:** improving and promoting diversity, inclusion and well-being in the workplace.
- **Sustainability:** helping reduce our impact on the environment by making our business more sustainable.

We recognise that we do not have all the answers, but we strive to listen, to learn and to change in order to ensure SFP becomes a truly inclusive organisation.

3. Everyone’s responsibility

Everyone at SFP is expected to play their part in achieving our goals and upholding our core values, by:

- **Committing to creating and upholding a positive, inclusive culture that nurtures potential and supports well-being.**
- **Playing our part in reducing our environmental impact and finding more sustainable ways of working.**
- **Encouraging the next generation in live entertainment by contributing to our outreach and training programmes, including mentoring students and trainees.**

We are committed to a workplace that embraces equality, diversity and inclusion. As such, our recruitment focuses on providing opportunities to those currently underrepresented in our workforce, and across the entertainment industry. We

particularly welcome and encourage applications from candidates from the Global Majority, who come from a working-class background.

Closing date for applications: Wednesday 12th March, 2025.

Please see a job description of the role below.

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.
- Salary: Competitive
- Contract: Full time, fixed term for 12 months.