

RECRUITMENT PACK FOR ASSISTANT FOR SONIA FRIEDMAN PRODUCTIONS

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1. About us

Sonia Friedman Productions (SFP) is an international production company responsible for some of the most successful theatre productions around the world.

Since 1990, SFP has developed, initiated and produced over 270 new productions and together the company has won 67 Olivier Awards, 61 Tonys and 3 BAFTAs.

Last year, Sonia Friedman CBE was featured in The Standard 100, a celebratory feature of the key power players shaping London in 2024. In 2019, Sonia was awarded 'Producer of the Year' at the Stage Awards for a record-breaking fourth time. In 2018, Friedman was also featured in TIME 100, a list of Time Magazine's 100 Most Influential People in the World.

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. We therefore welcome and encourage applications from individuals from the widest possible range of backgrounds and particularly welcome applications from those currently underrepresented in our workforce.

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.

Please see a job description of the role below. We welcome transferable skills from other industries or backgrounds.

4. Application Process

A link to the application form can be found on the jobs page of our website: <https://www.soniafriedman.com/about/job-opportunities>

Please let us know if you would like further information, support with access requirements or an informal chat about the role. You can contact us on queries@soniafriedman.com

CLOSING DATE FOR APPLICATIONS: Friday 18th July 2025 at 6.00pm

We will respond to all candidates within three weeks of the application deadline, regardless of whether they have been selected for interview or not.

5. Job Description

JOB TITLE: Assistant for SONIA FRIEDMAN PRODUCTIONS LTD (SFP)

MAIN PURPOSE:

To provide high-level, versatile support to Sonia Friedman Productions and the Office of Sonia Friedman.

This is a dynamic, fast-paced role at the centre of one of the most successful theatre production companies in the world. The Assistant acts as a vital first point of contact for all guests and general enquiries, supports the day-to-day flow of both the SFP office and Sonia Friedman's office, and contributes flexibly across a wide range of administrative, production, and organisational needs. This role requires someone highly ambitious, resourceful, and willing to turn their hand to any task — from high-level confidential support to practical, hands-on problem-solving.

KEY RESPONSIBILITIES:

Guest & Front-of-House Support

- Serve as the welcoming face of SFP, greeting all guests and visitors warmly and professionally.
- Prepare and manage meeting spaces, including arranging refreshments and clearing up after meetings, always ensuring a professional working environment for staff and guests.
- Work closely with the Office Manager and Sonia Friedman's Executive Assistant to coordinate guest arrivals, escort visitors in and out of meetings, and ensure an exceptional guest experience.
- With the Office Manager, act as the first point of contact for all incoming phone calls, general emails, and correspondence, handling all enquiries promptly and effectively, and ensuring appropriate follow-up.

Administrative & Production Support

- Provide support to the full company and office team, assisting with scheduling, diary coordination, and logistical arrangements, as needed.
- Oversee the daily operations of the office, including maintaining office supplies and equipment.
- Work with the Office Manager to support liaison with building management, ensuring smooth day-to-day operations and resolving any facilities-related issues as needed.
- Manage and support with travel, accommodation, and hospitality bookings for SFP teams, as needed.

- Coordinate cars, couriers, and last-minute errands or on-the-ground tasks.
- Assist with the organisation and setup of new team members, including IT accounts and essential equipment, liaising with IT support, as needed.
- Support SFP teams in pre-production, rehearsal, and performance periods, addressing practical needs and providing hands-on assistance, where required.
- Prepare and circulate paperwork, materials, and briefing notes, as required.

Support to Sonia Friedman's Office

- A key element of this role is providing seamless, all-encompassing support to Sonia Friedman and her office, including supporting Sonia's Executive Assistant day to day — particularly when the EA is absent from the office, travelling for work, on leave, or otherwise unavailable — during which you will cover their duties in full. This requires confidence, discretion, and a proactive, solutions-focused approach.

Financial Procedures:

- Oversee and complete the reconciliation of business credit cards and expense receipts.
- Assist with expense management and invoice processing.
- Coordinate with the finance department to ensure accurate and timely processing of financial documents.

Event Planning and Coordination:

- Assist in the management of SFP special events, such as opening nights, fundraising events, and company gatherings, as required.
- Manage house seats, guest lists, invitations, and RSVPs for events, as required.
- Ensure smooth execution of events, including logistical arrangements and troubleshooting issues as they arise.
- Be present at SFP performances, events and meeting as required (which may include some evening and weekend work.)

General Duties

- Carry out ad hoc research and special projects, as delegated.
- Assist with ad hoc personal and office tasks for senior management and Sonia Friedman, as needed, including collecting coffees and lunches, running essential errands, occasional shopping, and on-the-ground support.
- Step in wherever needed, embracing both high-level tasks and day-to-day practical problem-solving with equal dedication.
- Uphold confidentiality and represent SFP with professionalism and integrity at all times.

The ideal candidate will:

- Have a genuine and keen interest in theatre, with at a minimum a basic theatre vocabulary and knowledge of the industry.
- Have previous secretarial/assistant experience.
- Have a warm, confident, and highly professional communication style.
- Have exceptional organisational skills and meticulous attention to detail.
- Be proactive, flexible, and solutions-focused; able to thrive in a fast-paced environment.
- Have strong written and verbal communication abilities.

- Have a high level of discretion and trustworthiness – comfortable handling sensitive information.
- Be collaborative, positive, and willing to support across a wide range of tasks — high to low.

Employment Terms:

- Hours: Usually 10am–6:30pm Monday–Thursday, 10am-6pm Friday. 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.
- Contract: Full time, fixed term for 12 months from August 2025.
- Salary: Competitive, dependent on experience.

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