



Production Assistant

Role Type: Volunteer

Time Commitment: 4-6 hours per week, with increased hours during show week.

Location: In-person during rehearsals and performances, with some remote work for planning.

Overview:

Are you highly organised, love working with people, and thrive in a fast-paced theatre environment? As a Production Assistant, you will be the backbone of our productions, ensuring that everything runs smoothly behind the scenes. From coordinating rehearsals to sourcing volunteers and handling logistics, you will be a key support to the production team and help bring our shows to life. This is the perfect role for someone who loves theatre and wants hands-on experience in production management.

Key Responsibilities

Budget

- Work directly with the Treasurer and Production team to ensure that our show expenses remain on budget, altering where necessary based on sales.

Rehearsal & Production Coordination

- Assist in the planning and scheduling of rehearsals, ensuring cast and crew know where and when they need to be.
- Book and confirm rehearsal spaces, ensuring they are suitable and available as required.
- Ensure the cast and production team have access to all rehearsal materials, including scripts, music tracks, and schedules.

Audition & Casting Support

- Organise and coordinate auditions, including booking audition venues, managing applications, and communicating with auditionees.
- Assist in the smooth running of audition days, helping with sign-ins, timing, and logistics.

Volunteer & Backstage Crew Coordination

- Source and coordinate volunteers to help backstage, including dressers, stagehands, and technical support.
- Liaise with the Volunteer/Staff Manager to ensure all helpers are trained and briefed.
- Work alongside the Technical Advisor, Props Co-ordinator, Costumier, and Safeguarding Manager to ensure everything is in place for a successful show.

Props, Costumes & Technical Support

- Ensure props and costume requirements are identified and sourced in collaboration with the relevant teams.
- Attend rehearsals to check that cast members have access to props and costume elements for practice.
- Coordinate with the Technical Advisor to make sure sound, lighting, and stage requirements are met.

Show Programme Preparation

- Collect cast and crew biographies and arrange for professional or high-quality headshots.
- Ensure all biographies and headshots are formatted correctly and handed over to the Marketing Assistant in time for programme production.
- Work with the Marketing Assistant to ensure the programme reflects the professionalism and inclusivity of the group.

Show Week & Performance Management

- Be the main point of contact for the cast and crew, ensuring they have all necessary information.
- Work with stage management to ensure smooth transitions, set changes, and backstage coordination.
- Assist in organising and distributing the show programme, ensuring it is designed, printed, and available for the audience.

Skills Required

- **Strong organisation and time management** – ability to handle multiple tasks and keep everything running smoothly.
- **Excellent communication skills** – clear and friendly communication with cast, crew, and volunteers.
- **Attention to detail** – keeping track of schedules, requirements, and logistical details.
- **Problem-solving skills** – ability to think on your feet and resolve backstage challenges quickly.

- **People management and teamwork** – working collaboratively with a variety of personalities and roles.
- **Basic administrative skills** – comfortable with scheduling, emailing, and using spreadsheets.
- **A passion for theatre** – enthusiasm for bringing productions to life and supporting the creative process.

KPIs (Key Performance Indicators)

- **Rehearsal efficiency** – ensure rehearsals run on time and smoothly with no major scheduling issues.
- **Audition success** – organise and execute well-managed auditions with a clear and professional process.
- **Volunteer coordination** – secure a reliable team of backstage volunteers for each production.
- **Props and costumes readiness** – liaise with props manager and costumier to ensure all props and costumes are sourced at least three weeks before showtime.
- **Show week operations** – provide flawless backstage support to ensure a smooth-running production.

Why You'll Love This Role:

If you love being at the heart of a production, this role is perfect for you. You'll gain hands-on experience in theatre production, build relationships with cast, crew, and directors, and help ensure each show is a seamless success. No two days will be the same, and you'll be part of the magic that makes live theatre possible. It's an incredibly rewarding and exciting role where you'll see the direct impact of your work on stage.