



Job Description

POST: **Production Assistant (FIXED TERM)**

Responsible to: **Deputy Production Manager (DPM)**

Background and context

Bristol Old Vic continues to transform its business, enabling it to develop new commercial products and partnerships, and continue to drive to reach a global marketplace with high quality live British theatre from the Oldest Working Theatre in the English Speaking World.

We are determined to use the last few years as an opportunity for radical renewal offering a high quality, progressive, inspiring, relevant and representative programme of work across the year, with better representation across all creative practitioner roles, giving everyone the opportunity to encounter and enjoy creativity.

We recognise the importance of supporting people in their creativity. Everyone should have access to creative opportunity and our role is to develop, promote and co-produce artistic participation, and imaginative experiences for audiences across Bristol, the region and beyond. Working with people from early years to later stages of life, developing pathways into the creative industries and nurturing and supporting those who work with us at every stage

Purpose of the role: To provide administrative support to the Production Department.

Main Duties and responsibilities:

The post holder will take on the collating and processing of incoming show information, as designated by the DPM.

This will include requesting technical information from external production companies and distributing the information internally as required.

In addition to this, the post holder will assist in the forecasting and collation of labour for all visiting work and in-house activities. This is to include providing accurate information for the preparation of settlements.

The post holder will also have a keen eye on what is going on in the various areas of production and may at scheduled times assist in the successful delivery of projects or events in a practical capacity.

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Overview of responsibilities:

- Requesting, tracking and processing show information, both internally and externally
- Tracking expenditure in a timely and accurate fashion
- Working with the Deputy Production Manager (DPM) and Production Director (PD) on initial planning and costing of allocated productions and projects
- To generate accurate budget forecasts in conjunction with the production staff and outside contractors
- To assist in the processing of all production relevant paperwork to include, expenses and timesheets
- Producing reports as and when required
- Collating and processing settlements as and when required
- Meeting and greeting visitors at all levels of seniority
- Liaising with clients, suppliers and other staff
- Devising and maintaining office organisational systems, including data management and filing
- Purchasing show related orders and stock items
- Wherever possible increasing efficiency by monitoring activity against budget

Other:

- To attend meetings as and when required, preparing minutes when requested

Organisation Wide Responsibilities:

The following responsibilities are shared by all staff members of Bristol Old Vic:

- To work for the benefit of the whole organisation
- To comply with all Bristol Old Vic policies including Equal Opportunities, Health & safety and other policies included in the Staff Handbook
- To attend regular staff meetings and other departmental meetings that may be arranged
- To keep up to date with the activities of the organisation
- To carry out administrative tasks that arise from the job
- To undertake additional duties as may reasonably be required
- To attend any training that may be mutually agreed on for the development of the post

Please note that the post holder will be required:

- To work throughout the whole building and at other venues as required. Except in emergencies, reasonable notice will be given of work outside the BS postcode area.
- To supervise trainees and students
- To work as required on Sundays and Bank Holidays, and late/unsocial hours
- To work unsupervised from time to time
- To drive the company's vehicles when required, subject to license and insurance considerations

PERSON SPECIFICATION: PRODUCTION ASSISTANT (FIXED TERM)

Essential	Desirable
<ul style="list-style-type: none">● Excellent organisational skills● Strong administration, numeracy and IT skills (Word/Excel)● Good written and spoken communication skills● Accuracy and attention to detail● Experience of time sheets● Experience of scheduling● An understanding and experience of technical theatre and its different disciplines● A calm and professional manner● An ability to carry out several tasks at the same time● A flexible and adaptable approach to work● The ability to use your own initiative● The Ability to work as part of a team● Tact and discretion, for dealing with confidential information.● Patience and a calm approach	<ul style="list-style-type: none">● A passion for live theatre and events● A proven commitment to develop a career in an arts administration role● Experience of theatre production management● Experience of creating and developing systems to improve ways of working.

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Terms & Conditions

- Salary:** £23660 per annum – **Fixed term contract for 6 months Aug - Jan**
- Hours of Work:** 21 hours per week over 5 days. Due to the nature of the role, there will sometimes be a requirement to work additional evenings/weekends.
- Holidays:** 5.6 weeks (25 days) per annum (plus bank holidays) pro rata for part-time roles. Additional day off for Birthday and Christmas Eve.
- Probation Period:** Three months, during which the notice period is one week on either side.
- Notice period:** Following the completion of a successful probationary period, the notice period is one month on either side.
- Pension:** Eligible employees will be automatically enrolled in the *National Employment Savings Trust (NEST)* in accordance with the company's obligations under the Pensions Act 2008

Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon:

- Receipt of at least two independent references, which are satisfactory to Bristol Old Vic.
NB: References produced by candidates will not be accepted.
- Verification of identity and Right to Work in the UK to be produced at interview stage.