DEUS EX MACHINA
PRODUCTIONS

Production Coordinator Job Description

Salary:	£30k-£32k depending on experience
Hours of Work:	Full Time
Place of Work:	Central London (flexible working available up to 1 day per week)
Start Date:	2nd March or as soon as possible thereafter
Length of contract:	1 Year Fixed Term Contract
Probation Period:	6 weeks
Notice period:	6 weeks (2 weeks during probation)

Deus Ex Machina (DEM) Productions is an award-winning production company based in central London. Now in our twelfth year of operations, we have produced over 25 critically acclaimed shows to date across a wide range of scales, including West End and international productions. Led by Ramin Sabi and Emily Lunnon, DEM produces and manages new work and revivals, including musicals, plays, dance, and immersive work, with a strong history of developing new musicals in particular. We additionally offer General Management and Production Accounting services across the industry, including for international clients.

We pride ourselves in being a team-driven company working closely and collaboratively to achieve the best possible work. We are seeking an outstanding individual to join the team as Production Coordinator as we grow over the next year.

The Production Coordinator will support the General Manager and Producers in the successful delivery of DEM productions, as well as shows for external clients, working closely with the Assistant Producer and members of the finance team. The successful applicant will be highly methodical and organised, with exceptional people skills and a strong track record of successful project delivery. They will have at least 2 years of experience in a similar role in professional theatre and demonstrate an excellent understanding of the production process and the commercial theatre sector.

Essential Skills and Attributes:

- A minimum of 2 years' experience in theatre production with experience of commercial theatre and musicals;
- Exceptional organisational capacity;

- Confidence with negotiation;
- Strong numerical and financial capability;
- Exceptional attention to detail, including strong proof-reading skills and strong presentation of work;
- Strong experience editing contracts and other documents swiftly and accurately;
- Excellent interpersonal, verbal and written communication skills;
- Confidence with decision making and problem solving;
- Self-motivated with a strong ability to multi-task and manage time between projects;
- Knowledge and understanding of UKTheatre and SOLT Equity, BECTU, MU, and other relevant union agreements;
- Excellent knowledge of Microsoft Office including Excel, Outlook and Word;
- Familiarity with InDesign and/or Canva;
- A desire to learn and develop within a team;
- A good sense of humour and love for theatre.

Key responsibilities include but are not limited to:

Contracts

- Conducting availability checks as required.
- Prepare contracts and new starter documentation for cast, creatives and production staff, following agreed terms and templates.
- Maintain secure and accurate filing of contracts and production documentation.
- Support recruitment administration and onboarding processes.
- Assist in ensuring compliance with union agreements and health & safety requirements.

Production Coordination

- Coordinate rehearsal schedules, auditions and bookings of rehearsal and audition spaces.
- Maintain cast and creative contact lists; prepare and distribute contact sheets, welcome packs and scripts.
- Act as a day-to-day point of contact for cast, creatives and freelancers, escalating issues where appropriate.
- Provide pastoral and practical support to company members throughout the production process.
- Attend rehearsals, production meetings, technical rehearsals, previews and performances as required.
- Assisting with the set up and striking of rehearsal rooms as required.

Travel & Logistics

- Arrange travel, accommodation, itineraries, per diems and visas/work permits for artists and staff, in line with agreed budgets.

Press, Marketing & Events Support

- Support press and marketing activity in collaboration with General Management, Producers and Marketing teams, liaising with external agencies and personnel as required.
- Assist with press night logistics including guest lists, invitations, seating plans and event delivery.
- Maintain show information, biographies and house seat books where required.
- Attend marketing meetings as requested.

Administration & Finance Support

- Provide administrative support for production and company meetings, including note-taking and circulation.
- Support payroll administration for cast, stage management and technical staff under General Management oversight.
- Process invoices, freelance payments and petty cash accurately through company systems.

General Support

- Work closely with Production, General Management and creative teams to support the smooth delivery of productions.
- Provide cover and support for the General Manager when required.
- Carry out other reasonable duties as requested.

To apply for this role, please send a copy of your CV, a one-page cover letter detailing your interest in the role and any relevant experience and skills, and a completed Equality and Diversity Monitoring Form to development@demproductions.co.uk. Should you be considered, first round interviews will be conducted in the week commencing 2nd February. All applicants will receive a response to their application.

DEM Productions is committed to equal opportunities and welcomes applications from all individuals. If you have any questions regarding access requirements, please email us.

The deadline for applications is **5pm on Friday 30th January**.