

Production Coordinator

Newtheatricals is a theatrical producer with offices in Sydney and New York. Current projects include Australian productions of *Jersey Boys* and *Come From Away*.

This is an exciting opportunity to join the Newtheatricals Sydney office, working on a daily basis with the Executive Producer and our small team. This position reports directly to the Executive Producer.

The Production Coordinator will contribute to the planning and management of Newtheatricals' Australian productions and general office management. The Production Coordinator will work across several key areas including contracting, budgeting, scheduling, travel and all areas of production and general operations.

Applicants should be experienced and highly proficient in all areas of general office operations and production and be self-motivated. They should be able to work cohesively as part of a team as well as independently. To be successful in this role, the Production Coordinator will need exceptional time management skills and thrive meeting deadlines in a busy office environment and dynamic business.

This role involves administrative tasks associated with the running a production and general management office.

The scope of this position includes:

- Contracting for productions including artists, musicians and production staff.
- Processing of Immigration for Australia and New Zealand and internationally.
- Management of domestic and international travel bookings.
- Administration of casting and auditions, special events and all production related activities.
- Coordination with venue management.
- Contribution to project scheduling.
- Responsibility for certain components of the production budget, ensuring efficiency and maximum productivity.
- Support for marketing, ticketing and publicity teams on all productions.
- Overview and support for production areas.
- Office management and administration, including IT.
- Schedule management of office, including calendar management for the team.
- Travel outside of Sydney will be required from time to time.

Key selection criteria:

- At least three years' experience in administrative/production roles in ideally in the theatrical/live entertainment industry.
- An understanding of the theatre and performing arts industry, as a "business".
- Excellent written and verbal communication skills.
- Ability to manage competing demands, set priorities and work to tight deadlines, must have exceptional time management skills.
- Exceptional organisational skills with strong attention to detail
- Be highly motivated, resourceful and self-driven
- A team player within a small group as well as the ability to work autonomously.
- Proficiency in Microsoft Office, particularly Microsoft Word and Excel are a must
- Understanding of importance of organisation procedures and filing protocol, and an ability to manage a filing system.
- Applicants should have successfully completed tertiary education in relevant areas such as theatre, production and/or communications.
- If traditional hours of work are a requirement – please do not apply

Salary: \$60,000 - \$65,000 + superannuation, based on applicant's experience

Commencement: Immediate or by arrangement.

Applications:

- Written applications should be addressed to Kiaya Hacene, Executive Producer via careers@newtheatricals.com
- Applications must include a covering letter detailing professional experience and a current CV with contacts for two referees.
- Applications close Friday 19th October 2018
- Applicants must have the legal right to work in Australia.
- Strictly no recruitment agencies.
- Only shortlisted applicants will be contacted.