

## Production Coordinator

Newtheatricals is a theatrical producer located in Sydney, operating in Australia and in New York. Projects include the current productions of the musical *Come From Away* on Broadway, London and North American Tour and is the lead producer and general management of the Australian production; the Gothic Project opening in Sydney in October 2022; and Type Street Productions – a film and screen production company.

This is an exciting opportunity for someone who wants to work in the theatre industry and join the small and dynamic team at Newtheatricals in the Sydney office. Primary focus will be on the Australian operations, reporting directly to the Producer/CEO.

The Production Coordinator will contribute to the planning and day to day operations of Newtheatricals' and assist the CEO. The Production Coordinator will work across several key areas including marketing, publicity, office management, travel management, internal digital marketing oversight across all areas of production and general business operations.

Applicants should be experienced and highly proficient in all areas of general office operations 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, be highly organised, forward thinking and straight talking.

You need to have experience or sophisticated interest in the theatre or the broad performing arts.

### The scope of this position includes:

- Executive assistance to the CEO.
- Administration of casting and auditions, special events, including opening nights and all production activities as required.
- Program and merchandise co-ordination.
- Support for marketing, ticketing and the publicity teams on all productions.
- Internal digital marketing assets management.
- Administrative and IT tasks associated with the running a production.
- Office management and co-ordination.
- Management and Processing of Immigration and Travel for International staff.
- Internal comms management.
- Support for production areas as required.
- Travel outside of Sydney will be required from time to time.

## Key selection criteria:

- At least three years' experience in administrative/production roles 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.
- If traditional hours of work are a requirement – please do not apply

**Salary package:** \$75,000 to \$85,000, based on applicant's experience

**Commencement:** Immediate or by arrangement.

## Applications:

Written applications should be addressed to, [jobs@newtheatricals.com](mailto:jobs@newtheatricals.com)

- Applications must include a covering letter detailing professional experience and a current CV with contacts for two referees.
- Applicants must have the legal right to work in Australia.
- Strictly no recruitment agencies.
- Only shortlisted applicants will be contacted.