

## **PRODUCTION CO-ORDINATOR**

### **HOW TO APPLY**

We're trying to make our application process as open and accessible as possible, so if you are experiencing any barriers to accessing the information, and would like this pack in a different format, or would like to submit your application in a different way, then please contact our recruitment team via the email address below, or by calling us on 0151 706 9113. We're always happy to discuss any requirements that candidates may have as a disabled person; someone with parental or caring responsibilities; or other reasons, and we'll always try to make any adjustments possible to make participation easier.

Please read all the information in this job pack and then submit a CV and / or a covering letter or email to tell us about yourself and your experience; to share with us your reasons for applying for the post and any other information you believe is relevant.

We'll shortlist based on how each candidate meets the person specification and shows us how they would fulfil the job description, but we believe that even if someone doesn't have all the experience we're looking for, they might still have the values and qualities that would make them a great asset to the team, so please don't be put off from applying because you don't feel you have all the experience. If you'd like to have an informal conversation about the role in advance of application, this can be arranged via the email address below.

The deadline for applications is **Thursday 25<sup>th</sup> June at 10.00am.**

Interviews will take place in Liverpool on the **3<sup>rd</sup> July 2026.**

Applications should be sent to: [recruitment@everymanplayhouse.com](mailto:recruitment@everymanplayhouse.com)

Please also complete the equal opportunities monitoring form via <https://www.surveymonkey.com/r/RQCQ83R>; a summary of our Equal Opportunity Policy is also available on the website. All applicants will be advised on the outcome of their application in writing. Any offer of employment will be subject to the receipt of evidence of the right to work in the UK as defined under current legislation.

## HELLO,

Thank you for your interest in the role of **Production Co-ordinator**

It's a great time to join the theatres, run as a charity by the Liverpool and Merseyside Theatres Trust. We're a local creative powerhouse with national and international impact, driven by a love for theatre, our city, and the belief that theatre can transform lives.

We believe our theatres can be a vital focus for the communities in the Liverpool City Region, telling stories which are compelling locally and nationally, supporting and attracting talent and contributing to Liverpool's reputation as one of the country's most vibrant cultural cities.

Across our theatres - one a 440-seat thrust, the other a 670-seat proscenium - there's an opportunity to produce and present the richest range of work for the widest audience.

In 2025 we look forward to an ambitious and dynamic programme of work across all of our performance spaces, as we do our best to be a place where everyone in Liverpool can feel safe, heard and included in asking big questions about the world we're living in. Underpinning our artistic approach is a commitment to supporting creatives and producers from diverse backgrounds to develop more work with commercial and tour potential; and thereby achieve longer and more sustainable careers in the arts.

Read on to find out more. We look forward to hearing from you.



**Mark Da Vanzo** | Chief Executive  
**Nathan Powell** | Creative Director  
**Ros Thomas** | Finance Director

# OUR VISION, MISSION, VALUES



## OUR VISION

We will be the most relevant change making theatre, artistically innovative, talent enhancing, socially impactful, and representative of everyone.

## OUR MISSION

The use of the power of theatre to inspire entertain and nurture positive social change.

## OUR VALUES

### COLLABORATIVE

We listen, we share, we co-create.

### CREATIVE

We believe in the power of creativity to inspire and change lives.

### COMPASSIONATE

We are open-hearted, generous and supportive.

### COURAGEOUS

We are daring and brave - a voice for things we believe in.



LIVERPOOL  
**EVERYMAN**



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**PLAYHOUSE**

# DIVERSITY, EQUALITY & INCLUSION

We have established relationships in the communities of Merseyside, nurtured through an extensive and innovative outreach and education programme, and believe passionately that the creation, delivery and experience of the highest quality theatre must be open to all. We nurture and develop the artists and creative workforce for tomorrow through our award-winning Young Everyman Playhouse programme (YEP). YEP is much more than a youth theatre, it is a multi-disciplinary talent development programme. We want YEP members to progress to work in our theatres, on our stages and in the local theatre ecology, as well as influencing and making theatre nationally and internationally and bringing new ideas, work and practice back to Liverpool.



*Tell Me How It Ends* by Tasha Dowd  
© Andrew AB Photography

*"I was blown away by the talent of the young actors and the writer. It's wonderful that the Everyman supports and encourages young talent."*

Audience Feedback on *Tell Me How It Ends*  
by Tasha Dowd [YEP Graduate]



*THIS IS NOT A CRIME (this is just a play...)*  
by YEP Actors 2023

*"YEP is a place that had allowed me to create strong relationships with my peers and be part of a community that is compassionate towards one another. For these reasons being a part of YEP will help me improve my qualities not only as an actor but also as a person."* Feedback from YEP Graduate

We are committed to diversity and equality and expect all staff to be active in promoting diversity and supporting people to experience our work and buildings. In 2020, we brought together a group of Trustees, staff and co-opted external members to form a [Diversity Action Group](#), considering the actions we could take as an organisation to progress our commitment to diversity. We recognise that our workforce is not as representative as we would like it to be and are committed to real and positive change.

## What does this mean in terms of recruitment?

It means that some of the things we will do are:

- recognise that lived experience can be as valuable as industry experience or qualifications.
- actively advertise and promote jobs to specific groups or organisations.
- try to find long term progression routes within the company and identify opportunities for people to learn about the jobs we have available
- make sure that the Theatres are a safe space for all employees, and that everyone receives the support they need

What we won't do is:

- Shortlist applicants based on any protected characteristic if we don't believe they could do the job
- Offer someone a role solely based on them having a particular protected characteristic, even though we feel they're not suitable for it, and in which they won't thrive.

Most recently we've been working with the Anthony Walker Foundation to ensure staff receive anti-racism training, and that there is accountability and collective understanding of what anti-racist actions we can take as individuals and collectively as an organisation.

With all this in mind, we particularly welcome applications from ethnically diverse and disabled applicants, and we are a Disability Confident Employer. We are also a strategic partner with PiPA (Parents and Carers in Performing Arts – [www.pipacampaign.org](http://www.pipacampaign.org)), who campaign to enable and empower parents, carers and employers to achieve sustainable change in attitudes and practices in order to attract, support and retain a more diverse and flexible workforce. We are always happy to discuss solutions that allow people to balance their caring responsibilities with their working lives, and we look for equity of opportunity for anyone living with a protected characteristic that has adversely impacted their employment opportunities.



# JOB ROLE: Production Co-ordinator

**Responsible to:** Head of Production & Technical

**Supports:** Company Manager, Technical Manager, Head of Costume, Production Manager

**Responsible for:** N/A

## PURPOSE OF ROLE

The Production team are tasked with planning and managing the delivery of LMTT's productions to the highest standards, ensuring the most effective use of resources in realising the visions of creative teams throughout LMTT's artistic programme whether visiting, in-house, YEP or events based.

The Production Heads of Department (HoD) comprise of Head of Production & Technical, Company Manager, Production Manager, Head of Costume & Technical Manager.

The primary function of the Production Coordinator is to provide operational and administrative support to the Production Team. This is an important role within the department, working closely with the Company Manager in the delivery of their role whilst also providing administrative support to the Production HoD group across a range of production tasks.

## VISION, MISSION & VALUES

Key to all roles within the Liverpool Everyman & Playhouse, is each person's absolute commitment to the organisational vision, mission and values which are as follows:

### **Our Vision**

We will be the most relevant change-making theatre, artistically innovative, talent enhancing, socially impactful, and representative of everyone.

### **Our Mission**

The use of the power of theatre to inspire, entertain and nurture positive social change

### **Our Values**

#### **Collaborative**

*We listen, we share, we co-create*

#### **Creative**

*We believe in the power of creativity to inspire and change lives*

#### **Compassionate**

*We are open-hearted, generous and supportive*

#### **Courageous**

*We are daring and brave – a voice for things we believe in.*

Implicit is an absolute commitment to equality, inclusion and diversity, representative of the Liverpool City Region, advocating our role in its civic duty to the city.

## MAIN DUTIES

### **Production support**

- Provide Administrative support to the production office, including all day-to-day running and administration
- Be a central source of resources for technical information, plans and models of our spaces
- Researching and obtaining quotes goods and services required for productions as directed.
- Updating the Theatres' main schedule in response to the Artistic programme.
- Contribute to Theatre Green Book reporting, supporting Production Manager, Head of Costume and Stage Management
- Where possible, depending on specialist knowledge, to act as emergency cover on a running production in a Stage Management, Technical or Wardrobe role
- Assist with keeping Production team training records up to date
- Assist the Technical Manager in requests for technical information and risk assessments from visiting companies, filing and distributing them to relevant parties thereafter
- Book and support internal and external meetings, including the provision of hospitality, booking spaces, distribution of agendas, and meeting materials, as required.
- Take accurate minutes at Production Department meetings, design meetings and pre-production meetings, and distribute them in a timely manner.
- Represent the department at the scheduling meeting and updating room booking system accordingly.
- Arranging couriers, monitoring post, managing movement of model boxes as directed
- Support booking of travel arrangements for production-related staff as required
- Support the Head of Costume with Costume store maintenance matters, as appropriate
- To drive vehicles as required, up to the size of a large van

### **Company Manager support**

- As required by the Company manager, assist with setting up and maintaining a show file for all new productions, sharing it with relevant people and archiving it at the end of a production.

- In consultation with the Company Manager, administrate and update the digs and accommodation list, accompanying the Company Manager on site visits where required.
- Photocopying and distributing scripts.
- In consultation with the Company Manager, ensuring relevant documentation is up to date and distributed in a timely manner including Cast Lists and Contact Sheets for productions.
- Assist with the maintenance of the database of performers, Stage Management and creative teams.
- Assist with the management of the Props Stores, leading on borrowing requests from other departments or hire requests from external sources as required and maintaining an accurate inventory of all props and furniture.
- Support the Company Manager in provision of Hospitality and production-related events
- Support the Company Manager in upkeep of additional production spaces, such as the stage kitchen, rehearsal room, quiet room, dressing rooms & stores
- Oversee Company Management supplies such as SM prop making consumables, first aid items, rehearsal room consumables, etc.
- To occasionally deputise for the Company Manager to provide support to in-house company members

### **Finance/HR support**

- Supporting with building inductions for new starters.
- To help process weekly time sheets from technical staff ensuring the Payroll team receive the information accurately and within the specified time.
- As required by the Company manager, assist with ensuring that we have up to date medical and emergency contact information for all production department staff, casual staff, freelance staff, creative teams and casts on in house shows;
- Recording and storing of in-house company demographic data for funding returns
- Help maintain accurate records of expenditure for the department, including production budget monitoring, tracking of expenditure, invoice processing, monthly reconciliation of credit card expenditure, and petty cash.

### **General**

- On occasion, work with the e&P Higher Education and community partners, sharing expertise and offering insight into your day-to-day working life.
- Supporting Young Everyman and Playhouse in the delivery of their programme on an ad hoc basis

- LMTT is committed to the safeguarding of children and people to whom we have an enhanced duty of care and therefore may at their discretion require any member of staff to submit a satisfactory enhanced check from the Disclosure and Barring Service (DBS), depending on the activities they are carrying out
- Work in the best interests of E&P at all times, and in accordance with company policy, the staff handbook, health & safety regulations, safeguarding, data and IT
- Be an effective representative of E&P in all situations and demonstrate the highest level of audience care, advocacy and service
- Take positive action to promote Equal Opportunities in all aspects of the work of E&P
- Maintain confidentiality in all areas relating to LMTT and E&P as appropriate
- Use best endeavours to improve sustainability and reduce negative environmental impact

This job description is not exhaustive and you may be asked to carry out any other duties as may be reasonably expected of the post; embracing change, and reacting to short-notice changes with a willingness to learn.

## PERSON SPECIFICATION

### Essential experience, knowledge and skills

- Good working knowledge of production processes and terminology.
- Significant experience of providing administrative support
- Experience of servicing meetings including preparing papers and taking minutes.
- Experience of working with confidential information and working knowledge of Data Protection
- Confident when working with figures
- A flexible approach to work with ability to prioritise workload
- Friendly and approachable manner with the ability to deal with people in an effective and diplomatic way.
- Ability to problem solve, apply creative solutions and be resourceful
- A confident IT user (particularly in MS Office and cloud-based services).

### Desirable experience, knowledge and skills

- A working knowledge of UK Theatre/Equity and/or UK Theatre/BECTU Agreements
- Experience of Finance systems (such as Ipllicit, Exchequer, Zahara)
- Experience of working with production budgets
- Knowledge and understanding of Stage Management working practices
- Knowledge and understanding of theatre Costume requirements
- Knowledge and understanding of lighting, sound, video and technical stage requirements
- Significant practical experience in one of Stage Management, Lighting, Sound, Stage or Wardrobe to a level where emergency cover role may be provided on a running production
- Awareness of relevant Health & Safety legislation and practice

- Understanding of the theatre production environment (Stage Management, Technical, Costume)
- Previous experience of working within a theatre or arts environment
- Knowledge and understanding of Green Book principles
- Experience of working with creative teams
- Experience of working with theatre touring companies.
- Full, clean driving licence

### **Support in the role**

For this role, some bespoke training may be given covering some of the areas listed in the above criteria, as required

## **MAIN TERMS AND CONDITIONS OF EMPLOYMENT**

Tenure:	This is a permanent contract and is subject to a probationary period of 3 months
Reporting to:	Head of Production & Technical
Salary:	£26 672 per annum
Hours:	35 per week, usually worked Monday- Friday during standard office hours, with some attendance during evenings and weekends to support theatre activity. No overtime is paid but time off in lieu will be given for hours in excess of the contracted hours.
Annual Leave:	28 days per annum, pro rata (inclusive of all statutory English bank holidays). This rises to 30 days after 3 years, and 33 days after 5 years' service. Holiday year runs from 1 January – 31 December.
Notice period:	One week during probation; one month thereafter
Pension:	The Company operates an auto-enrolment pension scheme. This employment is not contracted out of SERPS (the State Earnings Related Pension Scheme).
Place of Work:	Mainly at the Everyman and Playhouse Theatres

### **Additional Benefits:**

The Theatres offer several discretionary benefits including:

- Interest-free Season Ticket Loans with Merseytravel
- Membership of a healthcare cash plan: Paycare (including an Employee Assistance Programme and 24-Hour GP Telephone Consultation Service)
- Free and / or discounted tickets for performances

- Discounts on our food and drink offer

All other terms as detailed in Staff Handbook.

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PLAYHOUSE**

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