



## **PA to the Directors and Production Assistant**

An exciting opportunity has arisen to join the thriving theatre production company, Fiery Angel. Headed by Edward Snape and Marilyn Eardley, Fiery Angel produces and presents drama, musicals, and event theatre in London and on tour throughout the United Kingdom, and internationally. We are looking to recruit an enthusiastic and highly organised Production Assistant and PA with wide ranging responsibilities.

**Job Description:**                    **PA to the Directors**  
Responsible to:                    Edward Snape and Marilyn Eardley

### **Key Responsibilities:**

- To be first point of contact for the company.
- Diary Management – schedule appointments, set up meetings and conference calls.
- Correspondence – distribute received mail to appropriate staff, RSVP to Press Night and other show invitations and RSVP to other correspondence as required.
- Liaise with external contacts regarding the Directors' involvement in other industry-related groups, such as SOLT and League of Independent Producers.
- Contacts – ensure new contacts are added to the Producers' address books, maintain accurate contact lists for various shows.
- Hospitality – meetings, arrange for gifts, flowers, cards etc to be sent when applicable.
- Monthly expenses – Directors' and office expenses, credit card settlements and office petty cash, maintain petty cash float.
- Investor and industry-related liaison including preparing statements.
- Travel arrangements including international itineraries.
- Some scheduling of personal diaries that may require confidentiality.

**Job Description:**                    **Production Assistant**  
Responsible to:                    General Manager and Production Coordinator

### **Key Responsibilities:**

- First point of contact for general enquiries for the Production Team.
- Create and maintain excellent relations amongst the Creative and Production Teams.
- Provide administrative support for Productions, e.g. arranging, attending and minuting meetings, inputting and maintaining departmental, building and show budgets, formatting, printing and sending out scripts etc.
- Liaise with incoming and external companies regarding productions, compiling technical specifications, plans, health and safety information and other miscellaneous details as required.
- Support any casting requirements including availability checks and the administration of auditions: providing scripts, arranging room hires and catering and attending where appropriate.
- Collate information on technical recharges, communicating them to the Finance Team for inclusion in settlements.
- Manage and maintain the archiving of show documentation.
- Assist the Production Coordinator with planning and running of events including press nights where appropriate.
- Obtain programme biographies and photos from creative team and cast members.
- Handle petty cash.
- Help ensure implementation of Equal Opportunities, Health & Safety and Cultural Diversity Policies.
- Manage personnel requirements, systems, and files in liaison with the Senior Management.

**The ideal applicant will:**

- Have excellent communication and team-working skills to deal with people at all levels both in the company and externally within the theatre community.
- Be able to organise and prioritise numerous tasks.
- Be attentive to requirements of Directors, office and company.
- Retain a calm and patient approach and be resourceful and proactive in dealing with problems and queries.
- Have good IT skills and working knowledge of Microsoft Outlook, Excel and Word.
- Demonstrate ability to learn quickly and preferably have some previous experience in theatre administration.
- An ability to remain discreet.
- Be able to work on their own initiative, as well as part of a team.
- A genuine enthusiasm for theatre and the arts industry.

The above list of responsibilities is not exhaustive, and you may be required to undertake other responsibilities as requested by your line manager, appropriate to your position and the requirements of the company.

We are an inclusive organisation and committed to fair recruitment and equality of opportunity. We recognise that we need to take action to ensure that our workforce is representative of the communities that we serve. We want to encourage applications from under-represented groups, including Black, Asian and Minority Ethnic individuals and/or those who identify as D/deaf and disabled.

This position is currently based remotely, with the expectation of returning to an office environment mid-Spring of 2021.

**To apply please email your CV and a covering letter to [office@fiery-angel.com](mailto:office@fiery-angel.com)**

**Closing date – Friday 16<sup>th</sup> April 2021**