



### Production Coordinator Job Description

Salary:	£25k-£29k pro-rata, depending on experience
Hours of Work:	Part Time (3 days per week)
Place of Work:	Flexible (min. 2 days per week in Central London office)
Length of contract:	4 months: 3rd January - 30th April 2022. Earlier start possible if available.
Probation Period:	1-month
Notice period:	4 weeks (1 week during probation)

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Deus Ex Machina (DEM) Productions is an award-winning production company based in central London. We have produced over 14 critically acclaimed productions on and off the West End and internationally, and additionally offer General Management and Production Accounting services to a range of other producers.

We pride ourselves in being a team-driven company and all work collaboratively to achieve the best possible work. We are seeking a driven and hard-working individual to join the team as Production Coordinator for our upcoming general management projects.

The Production Coordinator will play an integral part in our small and dedicated team. They will assist the Producers and General Manager in the delivery of a first-class theatrical dance production in early 2022 with the potential to extend their working time subject to confirmation of more productions in 2022. The successful applicant will be highly methodical and organised, with exceptional administrative skills. They will have had at least 1-2 years of experience in a professional capacity in either theatre or dance and show good understanding of the production process.

#### Essential Skills and Attributes:

- Strong organisational capacity
  - 1-2 years experience in theatre and/or dance production
  - Excellent knowledge of Microsoft Office including Excel, Outlook and Word
  - Excellent interpersonal, verbal and written communication skills
  - Self-motivated with a strong ability to multi-task
  - A desire to learn and develop
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To apply for this role, please send a copy of your CV and a one-page cover letter detailing your interest in the role and any relevant experience and skills to Emily at [info@demproductions.co.uk](mailto:info@demproductions.co.uk). Should you be considered, interviews will be conducted in the week of 8th November. 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 5th November 2021**.