



Kiln Theatre

PRODUCTION ADMINISTRATOR

Application Pack

Kiln Theatre views the world through a variety of lenses, bringing unheard/ignored voices into the mainstream. We present high-quality and innovative work, which provokes debate and emotionally engages. Located in Brent, the most culturally diverse borough in London, **we are a local venue with an international vision.**

Converted from a music and dance hall, the Tricycle Theatre opened in 1980 as the permanent home of the Wakefield Tricycle Company. In September 2018 we completed a much-needed renovation that future-proofs the building for the next generation of theatregoers and theatre makers. The transformed Tricycle was renamed Kiln Theatre, locating it ever more closely with Kilburn and building on the company's artistic legacy through an exciting programme of new work.

Today, with Artistic Director **Indhu Rubasingham** and Executive Director **Daisy Heath**, Kiln Theatre continues its reputation of world-class British and international work, reflecting the exceptional diversity of its local community.

'This place was a special cocoon. Now she has blossomed into a beautiful butterfly.'

Sharon D Clarke, actor most recently at Kiln Theatre in *Blues in the Night*

Kiln Theatre has a 292 seat theatre alongside a 300 seat cinema, a beautiful bar and café, plus three rehearsal spaces which are used for our productions, workshops and Creative Engagement projects.

We want everyone to experience the power of theatre.

During the national lockdown due to COVID-19 restrictions, we continued our core work with our various communities, including engagement with local young people and working with Food For All to provide a weekly foodbank. We have recently reopened the theatre with the critically acclaimed production of Amy Trigg's *Reasons You Should(n't) Love Me*.

'There's something different about this theatre. There's a feeling of inclusion'

Audience Member, 2019

OUR VISION

To uncover our shared humanity, illuminating our connection through stories, and deepening our capacity to empathise with the other

OUR MISSION

To make theatre for all by making space for unheard/ignored voices



Kiln Theatre encourages artists of all ages and backgrounds. Our ambitious Creative Engagement programme aims to champion the imagination, aspiration and potential of the Brent community young and old. We invest in creating meaningful relationships with young people to inspire and encourage their creativity, their confidence and self-esteem. We work with older people to create a thriving community around our theatre.

KILN THEATRE

Kiln Theatre presents around six productions per year, many of these are commissioned and written specifically for this theatre or are programmed in collaboration with national or international companies.

Reopening productions include Ayad Akhtar's *The Invisible Hand*, Amy Trigg's *Reasons You Should(n't) Love Me*.

KILN CINEMA

Our 300 seat cinema shows the best art-house and mainstream films alongside festivals and special Q&A screenings. Recent partners have included: NT Live; Globe on Screen; BFI London Film Festival; Images of Black Women Film Festival; DocHouse; Kilburn Film Festival.

OUR VALUES

Kiln Theatre is **Inclusive**
Kiln Theatre is **Authentic**
Kiln Theatre is **Heartfelt**
Kiln Theatre is **Fearless**

Our values shape the way we work. They are key to unlocking our ability to ensure our work is accessible and relevant, that we make brave, bold choices, and that we maintain our integrity and empathy. They underpin the way we build and maintain our relationships with the artists, communities and audiences we make work with and for.

FUNDING

Our annual turnover is approximately £3.5 million. Kiln Theatre receives funding from the Arts Council England as a National Portfolio Organisation. Other income comes from box office ticket sales and other revenue streams, with a final sum generated through fundraising.

THE ROLE

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| Title: | Production Administrator |
| Location: | Kiln Theatre, 269 Kilburn High Road, London NW6 7JR |
| Reports to: | Head of Production |
| Contract: | Full time, permanent |

Purpose

To support Kiln Theatre's Production Department to deliver the technical aspects of all Kiln productions and co- productions to the highest standards and to liaise with visiting companies and other projects as required.

Key Responsibilities and Duties

Productions

- To support the Head of Production & Deputy Production Manager in the planning and delivery of the Production Department's work, providing effective and efficient administrative support.
- To maintain an excellent working knowledge of all productions and to act as a key point of contact both internally and externally in liaison with Assistant General Manager.
- To support the Head of Production, Deputy Production Manager and any external Production Manager to keep schedules for each show up to date and accurate, communicating updates to the relevant departments.
- To work with Head of Production and General Manager on matters relating to Kiln Theatre productions as they arise.
- To support the recruitment of all production staff, including stage management, operators, stage crew, wardrobe staff and other personnel for get-in/tech periods, including issuing contracts and filing signed copies.
- To work closely with the Assistant General Manager to ensure effective communication and assist each other where necessary.
- To liaise with the Operations Administrator to book spaces for productions, workshops, casting etc., as necessary.
- Stay apprised of changes and updates to relevant union agreements, updating the Head of Production and General Manager of changes.
- In conjunction with the Assistant General Manager, keep deal sheets up to date
- To introduce and assist all show staff to the building and its processes and act as the main point of contact for Costume Supervisors and Wardrobe Managers.
- To process paperwork for new starters within the Production Department, and to assist with maintaining and updating the induction pack and department policies.

- To provide ongoing support, including pastoral care for show teams including maintaining a supportive and constructive relationship with each Company Stage Manager.
- To assist the CSM in booking rooms, transport, physio etc to support the Company as necessary
- Leading on the key administration areas including creation of contact sheets, working with the Assistant GM on performance schedules and other administrative tasks.
- Copying / printing and distributing updated drafts of scripts and ensuring that copies of the rehearsal draft of the script are printed for first day of rehearsals.

Finance

- Assist the Head of Production and General Manager with the monitoring of production budgets, reporting financial issues as necessary.
- Work with the Company Stage Manager to ensure payroll is processed accurately and efficiently.
- To be a direct link with the Finance Department for all matters relating to Production Department finance. In particular, payroll, petty cash floats, purchase ordering and budgets and information relating to theatre tax credit.
- To manage Commitment Records for all Production and department budgets, in order to oversee and administer the departments ordering/purchasing systems.
- Oversee logging and coding of invoices.
- To oversee use of Pleo cards for CSM and Costume Supervisor and assist in logging receipts and coding where necessary.

Administration

- To be responsible for managing and updating the organisation's day-by-day schedule, reporting to the Executive Director and liaising with relevant Senior Team members
- To support the Head of Production in planning and scheduling, and ensuring department schedules are up to date.
- To collate invites, take minutes and circulate notes of production meetings, design meetings and other department meetings as required.
- To support the planning and delivery of Productions, this may include assisting Production Managers in the sourcing of show specific materials, items etc.
- To organise and book travel and accommodation for the Head of Production and other members of the production team as and when required.
- In conjunction with the Assistant GM and Operations administrator to support the delivery of Creative Engagement productions and festivals as required, as well as other projects and assignments such as play readings and workshops.
- To work with Deputy Production Manager on management and operation of Kiln's offsite props and costume storage, including managing hires to external companies and overseeing their timely return.
- To work to improve and, where required, create systems and administrative processes

to enhance the efficiency of the Production Department, including working with Finance Department and General Manager to ensure departmental records are kept in an accurate and reliable way.

General

- Promote, maintain and work to deliver the mission and values of Kiln Theatre.
- Be an active and supportive member of Kiln Theatre's staff team.
- Comply with all statutory requirements, particularly in respect of the Equalities Act 2010, Health & Safety regulations and Kiln Theatre's Safeguarding Policy, including in the recruitment of casual staff and contractors.
- Support and attend work of Kiln Theatre, including dress rehearsals, technical rehearsals, previews, press nights, creative engagement activities and performances and other events and meetings as required.
- Communicate clearly and constructively with other departments, and contribute to the effective scheduling of Kiln Theatre's activities.
- Attend weekly staff meetings, including Comms & Planning and keep up-to-date regarding shows and events at Kiln Theatre and Cinema.
- Keep abreast of current thinking and best practice in theatre and help to maintain the Kiln Theatre's profile as a centre of excellence.
- Carry out such other duties as required commensurate with the overall purpose of the post.

Person Specification

Essential

- Enthusiasm for/interest in theatre and the work of Kiln Theatre
- Ability to communicate with a wide range of people
- Administrative experience in an office environment, with excellent attention to detail
- Excellent organisational skills with the ability to manage and prioritise tasks in situations of conflicting and ever-changing demands
- Experience of working effectively as part of a busy team
- A calm and positive approach with ability to work both rigorously and flexibly under pressure
- Excellent written, numerical and interpersonal skills
- Strong IT skills including Microsoft Office
- Initiative and ability to tackle and solve problems independently
- Ability to work with tact, diplomacy and complete confidentiality
- Excellent time-keeping
- Willingness to work outside normal working hours when required
- Commitment to inclusion and equality of opportunity

Desirable

- A good understanding of production process and scheduling
- Working knowledge of UK Theatre/Equity and Bectu agreements for Subsidised Managers

- Qualified First Aider and/or Mental Health First Aider
- Working knowledge of current Health & Safety legislation and its application in a theatrical setting
- Driver's license

This job description is a guide to the nature of the work required of the Production Administrator and does not form part of the contract of employment.

TERMS AND CONDITIONS

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| Contract: | Full-time permanent (Kiln Theatre office hours are 10 am – 6 pm but mid-week evening work and Saturdays will sometimes be essential) |
| Start date: | September 2021 – dependent on successful candidate's availability |
| Salary: | £24,000-£26,000 per annum paid PAYE via payroll |
| Holiday entitlement: | 20 days plus bank holidays increasing to 25 days after 2 years' continuous employment |
| Probationary period: | 3 months, followed by review |
| Pension: | Kiln Theatre operates an auto-enrolment pension scheme for all employees. Kiln's contribution is capped at 3% of basic salary although employee may contribute more |
| Other benefits: | Complimentary tickets for preview performances, subject to availability. £2 tickets to Kiln Cinema. 20% staff discount in Kiln Kitchen bar/café/restaurant |

EQUAL OPPORTUNITIES

Kiln Theatre is an Equal Opportunities employer and we strive to create an inclusive environment that reflects and celebrates our local community. We particularly encourage applications from Black, Asian and ethnically diverse people and D/deaf & disabled candidates as these groups are currently underrepresented in our staff team.

HOW TO APPLY

Application forms can be downloaded at <https://kilntheatre.com/our-story/jobs/>

Once the **Application Form** and **Equal Opportunities Monitoring Form** are completed please return, by the closing date, to:

Email: Recruitment@KilnTheatre.com using the heading 'Production Administrator Application'



By Post: Recruitment, Kiln Theatre, 269 Kilburn High Road, London NW6 7JR
Closing Date: 9am Mon 26 July 2021
Interviews: w/c 9 August 2021

WHAT HAPPENS NEXT?

We will invite some applicants for an interview, arrangements will be in compliance with latest government guidance on COVID-19. Please be aware that unfortunately we are unable to provide application feedback at this stage of the process.

Standard class travel expenses will be reimbursed for candidates travelling to an interview from outside London, up to a maximum of £50. These should be agreed in advance. Please bring receipts for travel expenditure.