

Freckle Ltd is looking for a Production Assistant.

Freckle is an independent commercial theatre production company. We are currently touring three productions: Zog, Tabby McTat and Stick Man – adaptations of the smash hit books for children by Julia Donaldson and Axel Scheffler with songs, dance and puppetry.

The position would really suit someone wishing to kick start a career in theatre production.

We are looking for a calm, highly organised and energised individual who loves detail and a spread sheet and who can work to tight deadlines.

You will be involved in all aspects of our work, supporting the Executive Producer, the Producer and the General Manager. You will assist on tour logistics, auditions and casting, day to day office administration, the coding and inputting of expenditure and liaison with agents, artists and creatives.

You will be an integral part of our small team and have the opportunity, over time, to grow your job and broaden your experience.

Please see the link to our website for full job specification and further information here

Deadline for applications is 5pm on Thursday 22 August.

We are an equal opportunities employer.

The show websites are

<http://zoglive.com>

<https://tabbymctat.com>

<http://stickmanlive.com>

To apply, please send a short covering letter explaining why you would like to be considered for the job with a CV of no more than two sides of A4. Please email anouchka@freckleproductions.co.uk with Production Assistant in the subject line. Please include the names and contact details of two referees.

Full Job Specification and Further Information:

The Production Assistant will assist on

- the booking of all company travel (trains, planes and automobiles) and accommodation
- the researching and booking of rehearsal and audition rooms
- scheduling and tour routing
- liaison with company stage managers, agents, artists and creative teams
- coding and inputting of expenditure
- sourcing replacement props, costumes and instruments where necessary
- distribution of merchandise
- liaison with theatres and company managers for our access/relaxed and/or BSL performances
- day to day administration in the office
- our in-house social media posts using Twitter, Instagram and Facebook

The successful candidate will ideally be computer literate using a Mac, have a good working knowledge of Excel, Word and Pages, be skilled and imaginative on Twitter, Instagram and Facebook and have some experience using a Content Management System. We are looking for someone with flair and energy and a passion for what we do. Every aspect of the work will require very detailed and accurate scheduling, booking, inputting and reporting.

Freckle specialises in shows for families and has touring plans in place for the next three years for five Donaldson/Scheffler books alone. Our tours are very busy with between one and three performances a day and are generally split week touring or short sit-down seasons both in London and around the country. We work with outside Marketing, Press and Tour Booking Agencies and often work with a freelance Production Manager.

Our Executive Producer has a wealth of experience making work for families and we want Freckle to be the market leader in creating brilliantly made, affordable event theatre for children who may have never been to a theatre before and for their parents and carers, who similarly, may not have been to a theatre before.

We will be based in the centre of Brighton at Suite 5, Saks House, 18 Ship Street, Brighton, BN1 1AD (we move 15 August) just around the corner from the famous Lanes - that boast a host of independent stores, cafes and bars. And five minutes from the beach! It is a twelve-minute walk from Brighton Station. The nearby car park will cost £7.50 per day at a special rate. And our private office has a kitchen shared with other companies in the same building.

Interviews will take place in Brighton on Wednesday 28 August and in London on Thursday 29 August. The successful candidate will ideally start on Monday 30 September. An earlier start date is possible.

We are offering a starting salary of between £20,000 and £22,000 per annum depending on experience with 20 days holiday and all national holidays. There will be a probation period of three months and after successful completion of that probation period, you will be entitled to take holiday.

We will be unable to offer relocation costs but will be open to the right candidate commuting from outside of Brighton. Our hours are 10am to 6pm Monday to Friday. Very occasional travel and work at weekends or evening work may be required, for which you can claim TOIL.