

Production Coordinator

Rodeo Productions is seeking a Production Coordinator to join our team at an exciting time for the company, with a wide-ranging slate of productions and projects across the UK and internationally including *Come Alive! The Greatest Showman Circus Spectacular* in London and Australia, *Sinatra The Musical* in the West End, *Operation Mincemeat* on UK tour and *Billy Elliot* in the West End and on tour.

This role will predominantly support *Come Alive! The Greatest Showman Circus Spectacular* and its associated venue operations at the Empress Museum in Earl's Court, while also providing administrative and digital support across Rodeo Productions' wider activities.

Job Description

The Production Coordinator will work within our team in Soho and onsite at the Empress Museum in Earl's Court, London. The Production Coordinator will play a pivotal role in the day-to-day operations of the production and venue, providing vital administrative, financial, logistical, and HR support for an organisation of 100+ staff. This role ensures seamless communication between the General Management office, venue teams, suppliers, and company members, ensuring both the production and venue runs efficiently and complies with industry standards.

Responsibilities

1. Financial Administration

- Invoice Management: Validate, code, and upload invoices into the production accounting system, proactively investigating variances, errors, and missing paperwork.
- Payroll Assistance: Assist with the verification of weekly payroll for cast, stage management and crew, ensuring accuracy, holiday tracking, and overtime.
- Credit Card Tracking: Reconcile company credit card spending, track receipts, allocate expenses to correct production budgets, and escalate discrepancies immediately.

2. Artist Liaison & Company Support

- Visa Coordination: Manage the application process for international performers, applying for certificates of sponsorship and ensuring full compliance with UK immigration laws.
- Company Welcome: Act as the primary point of contact in the General Management office for current and incoming production and venue staff members, managing onboarding, company handbooks, and orientation.

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- **Wellbeing & Support:** Oversee the Employee Assistance Programme (EAP) for the show and venue company. Troubleshoot user issues, monitor engagement, and research alternative providers to maximize staff wellbeing.
- **Staff Training:** Identify, schedule, and organise professional development and mandatory compliance training (e.g., Health & Safety, EDI, Respect at Work) across the organisation.

3. HR, Recruitment & Contracts

- **Recruitment Campaigns:** Coordinate the end-to-end recruitment process for production and venue roles, including drafting job ads, filtering applications, and scheduling interviews.
- **Policy Implementation:** Collaborate with General Management to enforce company HR policies, assisting with the confidential administration of disciplinary and grievance procedures.
- **Contract Drafting:** Issue and review employment and supplier contracts. Ensure all documentation strictly adheres to UK employment law and any relevant industry agreements (SOLT/Equity, SOLT/BECTU, and MU).
- **Google Workspace Administration:** Act as administrator for the organisation's Google Workspace environment, managing company email accounts, user access, permissions, shared drives and associated administrative requirements.
- **Team Scheduling:** Monitor and amend Global team rotas and shifts, supporting accurate scheduling and responding to operational changes as required.
- **Document & Records Management:** Maintain and update official company documentation, including letterheads, policy documents, company contact sheets and other organisational materials, ensuring information is accurate, current and consistently presented.

4. Logistics, Travel & Events

- **Travel & Housing:** Plan and book comprehensive travel itineraries and accommodation for international or relocating company members, maintaining strict adherence to budget caps.
- **Event Planning:** Take ownership of planning and executing company social events, including first-day welcomes, opening/closing night parties, and internal milestone celebrations.
- **PR & Marketing Support:** Provide logistical and administrative support during promotional appearances, photo shoots, press nights, and marketing events.

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5. Rodeo Productions Responsibilities

In addition to responsibilities relating directly to the production and venue, provide ongoing administrative and digital support to Rodeo Productions.

- **Website Management:** Maintain and update the Rodeo Productions website using WordPress, ensuring company information, project details and other website content remain accurate and current.
- **Social Media Management:** Manage Rodeo Productions' social media accounts, creating, scheduling and publishing content and maintaining an active and professional online presence.

Person Specification

Essential

- Previous administrative or coordination experience within professional live theatre, commercial entertainment, or performing arts.
- Solid baseline understanding of UK employment law basics, contract structures, and standard recruitment practices.
- Advanced organizational and multitasking skills, with the ability to manage competing administrative tasks calmly under pressure.
- Excellent written and verbal communication skills.
- Exceptional attention to detail, specifically when checking legal contracts, inputting budget codes, or validating financial data.
- Flexible attitude toward working hours, with the willingness to occasionally attend evening and weekend events.
- Proficiency in MS office, including advanced use of Excel, cloud-based data management, and digital filing systems.
- Commitment to fostering an inclusive, welcoming, and safe workplace environment for all employees.

Desirable

- Practical experience handling UK visa applications, global mobility, or processing Certificates of Sponsorship (CoS).
- Working knowledge of Dext financial software; and Monday.com
- Working knowledge of Canva and Wordpress



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Compensation: Dependent on experience

How to Apply

Please email your CV and cover letter to recruitment@rodeoproductions.co.uk with the subject line: **Production Coordinator - YOUR NAME**