



Production Assistant (6 month contract)

Job Description

Tall Stories is looking for a confident, highly organised and enthusiastic individual to join our small and friendly team in our office in Somerset House in Central London. This is an exciting opportunity to work closely with the Tall Stories team on the management of productions in the West End as well as touring nationally and internationally.

Tall Stories brings stories to life for audiences of all ages. Current projects include The Gruffalo (West End and UK Tour), The Snail and the Whale (West End and Sydney Opera House), The Gruffalo's Child (The Lowry, Salford), Wilde Creatures (USA Tour) The Snow Dragon (UK Tour) and Future Perfect (London schools tour).

This is an excellent opportunity to gain experience of working in a small but busy producing theatre company, providing administrative support to the team across all productions.

Working hours: 35 per week (10am to 6pm Monday to Friday with an hour for lunch)

Salary: £20,000 per annum pro rata

Start date: As soon as possible, by week commencing 22nd July at the latest

Responsibilities may include but are not limited to:

- Providing general administration support to the Tall Stories office
- Managing incoming enquires from the public
- Helping to co-ordinate the logistics of sets, costumes and props for the get-ins/get-outs of productions in the UK and overseas
- Assisting with marketing tasks for the company and the productions
- Assisting with managing and creating content for social media accounts, e-newsletters and the Tall Stories website
- Booking and coordinating travel, accommodation, rehearsal/ audition space and meeting rooms.
- Coordinating weekly company meetings, collating agendas and taking minutes
- Maintaining office supplies
- Coordinating and managing merchandise sales through the website and monitoring stock levels
- Coordinating special events
- On occasion driving the company van (if able to drive)
- Collating and monitoring sales reports and performance statistics

Person Specification:

ESSENTIAL

- A demonstrable passion for theatre with an interest in family and children's theatre
- Educated to degree level or equivalent qualification/experience
- Available to start as soon as possible, by week commencing 22nd July at the latest
- Knowledge and experience of IT systems, particularly MS Windows, MS Office packages
- Excellent organisational skills and attention to detail
- Excellent communication skills including good written and spoken English



Tall Stories

Somerset House, West Wing
Strand
London WC2R 1LA

020 8348 0080

info@tallstories.org.uk
www.tallstories.org.uk

- Excellent telephone manner
- Proactive, can-do attitude
- Energy and willingness to learn
- Ability to work under own initiative and as part of a small team

DESIRABLE

- Knowledge/experience of stage management
- Experience working in an office environment
- Experience of diary management
- Interest in social media and digital marketing
- Holder of full UK driver's license
- Experience of driving a van or large vehicle

To apply, please send the following to **Charlotte Lund** at charlotte@tallstories.org.uk or by post to **Tall Stories, Somerset House, West Wing, Strand, London, WC2R 1LA:**

- Cover letter detailing how you meet the person specification and what appeals to you about the role and company (maximum one side of A4)
- CV (maximum two sides of A4)

For more information or an informal chat about the role, please contact Charlotte Lund, General Manager at charlotte@tallstories.org.uk or on 020 8348 0080

The closing date for applications is **10am on Monday 17th June 2019**. Applications will be considered as they are received so we advise applying as soon as possible. Any applications received after the closing date will not be considered. **Interviews will be held on Thursday 20th June.**

Tall Stories welcomes applications from people of all backgrounds. If you have any additional access requirements for interview please let us know.