



## Role - Production Coordinator

Fane Productions is a leading live events producer and promoter of bespoke shows with diverse clients at the top of their profession. These can either be one-off events, touring productions, or part of a programmed short season at various partner venues. We also programme year-round at the *Crazy Coqs* venue in Brasserie Zédel, Piccadilly. We are part of the Original Talent group of companies.

Fane Productions Ltd ([www.faneproductions.com](http://www.faneproductions.com)) is looking for an experienced, organised, and proactive individual to join our rapidly expanding and vibrant team as a Production Coordinator.

Main duties are:

- To assist Producers and company Directors in their role by providing practical and administrative support ensuring the office runs smoothly.
- To help deliver high quality productions and tours, ensure the highest levels of customer care, and maintain systems to maximise the success for the office and its clients.
- To coordinate all aspects of live events & touring shows – including production, marketing, logistics & tech. Liaising with venues, consultants, and key organisations.

Our ideal candidate will have over a year's previous experience of producing or promoting live events, or working with a venue or festival. Alternatively, they may have a publishing or talent agency background. We're looking for someone with a passion for culture who can build on their existing knowledge and network of contacts and further develop their interests across literary and multiple art forms to help plan, implement and manage a diverse and high-quality range of productions.

Excellent administrative and organisational skills are essential for this role, including experience of using Microsoft packages and preferably *Sylsus* & *Mailchimp* software.

This role is based in our offices in Haymarket, London. Working hours are 9.30am – 6pm, Monday to Friday, but there will be an expectation to work some evenings and weekends as required. Salary will depend on the level of experience, we also offer an annual performance bonus and an attractive benefits package.

*Original Talent embraces diversity and seeks to promote the benefits of diversity in all of our business activities and to develop a business culture that reflects that belief. We welcome applications from all members of society irrespective of age, disability, sex, sexual orientation, colour, race, nationality, ethnic or national origin, religion or beliefs.*

For further information or to apply please email [jobs@faneproductions.com](mailto:jobs@faneproductions.com) include a concise cover letter of no more than one side of A4 and an up to date CV.

Please ensure that you put Production Coordinator - Fane Productions in the subject line of your email.

**The closing date for applications is Saturday 10<sup>th</sup> August 2019**

## JOB DESCRIPTION

Job Title: Production Coordinator

Reporting to: Company Director, Jess Hughes.

### **Production Coordination:**

- Co-ordinating all aspects of the logistics for tours, such as booking accommodation and travel & creating clear schedules for clients.
- Building an in-depth and up-to-date knowledge of clients and cultural trends, including wider reading listening to podcasts etc is essential.
- Fostering and maintaining good relationships with clients, venues, and key business contacts. Maintaining guest list requests & comp allocations.
- Attending events and shows regularly to represent Fane Productions and to assist tour managers on site as required (both in London and regionally).
- Assisting with the smooth running of events/shows both back and front-of-house, including ensuring everything is in place for client's arrival.
- Where required, help with authors' book signings, after-shows, and other events.
- Liaising with various venue staff, i.e. from venue's tech teams, front-of-house and duty managers to Fane Productions' Tour Managers and Head of Tech.
- Arranging book sales at relevant events & liaising between booksellers, venues, publishers, and tour manager.

### **Marketing & PR:**

- Working directly with our marketing company, JHI Ltd to build an understanding of our evolving integrated relationship. Being a direct link for their campaign managers and executives.
- Maintaining and adapting workflow systems to aid clear communication and efficient processes across multiple tours and one-off productions between Fane and JHI.
- Assisting social media managers at JHI by monitoring social calendar and announcements schedule, proofing posts to ensure message is in line with a client's social guidelines and tone of event.
- Monitoring weekly sales reports, marketing plans for tours and one-offs alike, actively discussing adjusting marketing activity according to sales, and other variables.
- Effectively communicating with various Graphic Designers (inhouse and freelance) & JHI campaign executives to help develop assets for tours and productions.
- Managing weekly company e-shot. Being alert to and aware of the potential newsworthiness of client's work and linking it to shows on sale, alerting marketing teams, organizing interviews, press and shoots as required in liaison with publicity teams.
- Coordinating logistics for clients' press/publicity/event schedules.
- Arranging print distribution to venues when required.

### **Company Website:**

- Creating event pages for productions using CMS *Syllius*.
- Ensuring that the event page copy, images, pop-ups and URL links are regularly maintained and updated.
- Maintaining presence of relevant past productions.
- Adding relevant book options to web pages, where required.

### General Office administration:

- Keeping up to date with show settlements and agency fees,
- Raising, sending and filing outgoing invoices for venue settlements and agency fees. Accurately and efficiently saving and processing incoming invoices
- Ensuring contracts are accurately administered, recorded and can be quickly accessed.
- Reviewing contracts following producer negotiations ensuring that all terms are in line with those agreed with the venue/client/company.
- Ensuring that the office runs smoothly including filing, dealing with incoming and outgoing post, and couriers
- Completing the company credit card expense forms.
- Managing queries and internal communications as required.
- Monitoring general company email, fielding appropriately to team members, and responding directly when possible.
- Working closely with other members of the team, sharing information, ideas and networks.
- Ensuring that all visitors to the office/department are given a warm welcome.
- Arranging Producers' and Directors' attendance at meetings or events as required e.g. transport, hotels, restaurant reservations etc.
- Fielding telephone calls to the office and responding to routine enquiries as directed.
- Organising flowers, cards and tickets as necessary. Organising meetings, meeting rooms and maintaining the office calendar as appropriate.
- Handling issues with clients or production companies as required and in consultation with relevant Producer.
- Creating, monitoring and updating production sheets for tours and one-off shows.
- Attending meetings and taking notes and minutes as required.

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### KEY SKILLS AND EXPERIENCE REQUIRED:

- Excellent communication skills – written and verbal
- Familiarity with Microsoft products (*Outlook, Word, Excel*), CMS systems (preferably *Sylius*) and *Mailchimp*
- A high level of accuracy and attention to detail in your work
- Excellent administrative, organisational and time-management skills – you need to be able to cope with a large workload and multi-task.
- You should be able (politely!) to keep phone calls short
- Ability to work under pressure to tight deadlines and with interruptions
- Experience of using a variety of social media platforms.
- Experience of working in a busy office environment
- It would be useful but not essential, if you have previous work experience within the creative industry, e.g. a publishing house or talent agency, within a venue or festival or as a producer/promoter.

**More about Fane Productions:** We're a member of the Original Talent group of companies, our sister companies are Curtis Brown Literary and Talent Agency, CUBA Pictures Limited, Curtis Brown Creative Limited (Writing School), C+W Literary Agency and Tavistock Wood Management Limited. In December

2018, Fane Productions acquired West End and International marketing company JHI Limited. Fane Productions have three principal areas of business:

- **Producing and touring bespoke spoken word events nationally and internationally with public figures at the top of their profession and world-class authors.** Recent clients have included John le Carré, Margaret Atwood, Grayson Perry, Nadiya Hussain, Gareth Malone, Sir Michael Parkinson, Nigella Lawson, Sir Ranulph Fiennes, Dolly Alderton, Stacey Dooley, The Receipts Podcast, The High Low and Matt Haig and many more. Some of our events are filmed and live streamed or screened in cinemas worldwide.
- **Developing partnerships with venues to produce and programme one off events or series on dark nights as well as develop our own brand of spoken word festival, Words Weekend.** Fane Productions produces Sunday shows at Theatre Royal Haymarket, most recently with Patti Lupone, Dame Judi Dench, Jason Robert Brown and Dame Patricia Routledge, and also at The Bridge Theatre with artists including Elizabeth Day, Brett Easton Ellis and Allie Esiri with Helena Bonham Carter and Helen McCrory. In August and September, Fane Productions will co-produce a series of events at The National Theatre, Authors On Stage. Fane Productions recently announced Words Weekend, an ambitious festival of author, spoken word, and narrative based music events beginning at Sage Gateshead in December 2019, with further Words Weekends announced at The Lowry, Salford in the spring of 2020 and Regents Park Open Air Theatre in the summer of 2020.
- **Programming 700 shows a year at *Crazy Coqs* in Piccadilly, a beautiful 80 seat space.** The eclectic programme at *Crazy Coqs* centres on cabaret and music with comedy, musical theatre and spoken word also featuring. *Crazy Coqs* is one of London's most unique performance spaces and a creative hub in the heart of London's Soho beloved by audiences and artists alike.