

Production Placement Application Pack

Here at Paines Plough we are always looking for ways to demystify the way we go about commissioning, producing and touring new plays in order to provide support for theatre makers at any stage of their careers through a programme called [Insights](#).

As part of Insights we offer a flexible programme of work placements designed to support the study of students on university and drama school courses at MA or BA level with practical work experience in a busy touring theatre company. Please see below for information on how to apply for our Spring/Summer 2017 programme.

OVERVIEW

Timeline

This placement lasts for 12 weeks from 10 May to 28 July, and you will be based in the Paines Plough offices 3-5 days per week, depending on the placement and your personal study requirements, 10am-6pm with a one-hour break for lunch.

Expenses

We pay for travel expenses within London, as well as occasional theatre trips and touring opportunities.

Content

As Paines Plough's Production Placement you will gain experience in: tour logistics, casting/rehearsal administration, audience development and day to day running of the office and productions we have on the road. This placement is suited to anyone looking to work in a producing role.

As well as the work experience and training specific to your placement, there will be opportunities to participate in company-wide training. Previously Placements have received training in:

- 🕒 Office skills and time management
- 🕒 Consultative selling
- 🕒 Data management
- 🕒 Tone and style
- 🕒 Budgets and accounting
- 🕒 Creating design briefs
- 🕒 Tour-booking

HOW TO APPLY

Please send a CV and one-page covering letter detailing your experience, why you are interested in Paines Plough and what you hope to gain from the placement to simone@painesplough.com.

Application deadline	10am on 22 April
Interviews Production	26 & 27 April
Placement dates	10 May – 29 July

If these dates are not quite suitable for your course, please do still send in your application as we may be open to discussing alternatives.

JOB DESCRIPTION

Responsible to: Assistant Producer

The Production Placement sits in the busy production office working closely with the Production team, administratively supporting the Senior Producer, Producer, Assistant Producer and Production Assistant to deliver Paines Plough's full programme of work. Duties include but are not limited to:

Productions

The following components of the role sit across all Paines Plough's programme (small-scale, mid-scale and Roundabout):

- To have an understanding of the company's programme and activities.
- To assist with booking travel and accommodation required for Creative and Production Teams as well as Paines Plough's core staff for each production.
- To assist with preparation for production meetings, including collation and distribution of papers, preparation of refreshments, and greeting guests.
- To assist in the administrative elements of the casting process as required.
- To assist in obtaining and distributing digs lists for Creatives on tour.
- To assist in setting up sale reports with venues for Productions as required
- To assist in compiling production contact sheets, printing scripts, posting contracts and general production office administration as required.
- To attend weekly Production Team meetings.

Press, Marketing and Digital

- To assist with obtaining biographies and any other relevant programme information from members of the Cast, Production and Creative Teams.
- To collate and input audience data and feedback from tour venues.
- To assist with the updating and maintenance of company CRM and database, Salesforce.
- To assist in researching potential audiences across tours

General

- To attend weekly company meetings.
- To attend company previews, events and press nights as required.
- To be an enthusiastic advocate of Paines Plough and have a thorough understanding of the company's mission, vision and aims.
- To work with Paines Plough's core staff in all pastoral aspects of production and day to day running of the company.

PERSON SPECIFICATION

Candidates need to possess the following attributes/skills to be considered for the position of Production Placement:

Essential knowledge, skills and experience

- An enthusiasm for theatre, particularly new writing.
- A demonstrable interest in pursuing a career in theatre producing.
- An ability to work well within a small team.
- Excellent oral and written communication skills.
- An ability to prioritise a wide variety of tasks and work to tight deadlines.
- A capacity to operate and understand IT packages and databases (affinity with Microsoft Word, Excel, Outlook, PowerPoint).
- In full or part time education for the duration of the placement.

Desirable knowledge, skills and experience

- Experience of working in the arts.
- An awareness of the current theatrical landscape in the UK.

TESTIMONY

Hugo Timbrell was our Production Placement in Autumn 2015. He has gone on to work as a Freelance Producer and Project Manager, managed the New Works Lab at [Playwrights Horizons](#) and has returned to Paines Plough in Production and Administration Assistant roles.

“There’s not really a better place to be... [It] allowed me to develop both my creative, logistical, and administrative skills. I read and read and read, and being surrounded by new work and the people and processes making it has helped me in astronomical ways.”