



REGENT'S PARK  
**OPEN**  
AIR THEATRE

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**PRODUCTION AND  
TECHNICAL COORDINATOR**  
RECRUITMENT PACK

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**APPLY BY:**  
10am, Wednesday 8th January 2025

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# About Us

**Established in 1932, the multi-award-winning Regent's Park Open Air Theatre is one of the largest theatres in London (at a capacity of 1,304). Passionate about producing popular, enriching and unexpected theatre that provides a lens into the here and now, the scale and ambition of our productions together with our magical outdoor setting, makes us unique in the capital's cultural landscape. In 2024 we welcomed over 180,000 people to our 27-week summer season.**

Over the last fifteen years, our productions have won seven Olivier Awards, ten WhatsOnStage Awards, and four Evening Standard Awards. We were named London Theatre of the Year in 2017 by The Stage, and received the Highly Commended Award for London Theatre of the Year in 2021. Our productions have toured the UK, and have transferred to both the West End and the United States. Our 2016 revival of *Jesus Christ Superstar* has just finished tours of both the UK and North America, and has recently commenced a tour of Australia

As a registered charity that receives no regular public subsidy, we rely entirely on earned income and charitable contributions. Nevertheless, we introduced 33,000 tickets at £15 across the whole of 2024's summer season, our BREEZE scheme enables those aged 18-25 to buy tickets for £10, and we regularly work with local charities. Each year, on average, we subsidise tickets for 6,000 school pupils.

Food and drink plays a significant role in the Open Air Theatre experience, with our in-house bars and restaurants including Covered Dining (recently certified as a Sustainably Run Restaurant), The Grill and The Pizza Oven. We also have our own picnic lawn and the West End's longest bar!

Regent's Park Open Air Theatre has become one of the most independently sustainable and financially successful producing theatres in the country, and we're proud to embark on the next stage of our vision with ever-increasing artistic ambition and entrepreneurial spirit.



**“ ONE OF THE GREAT UNDERSUNG THEATRICAL SUCCESS STORIES, PACKED WITH AWARDS, AS WELL AS MOUNTING CRITICAL AND AUDIENCE ACCLAIM ”**

Evening Standard

# Our Strategy 2022-27

## VISION →

To help people make sense of the world under a shared sky.

## MISSION →

Celebrating our unique and experiential outdoor setting, we create popular, enriching and unexpected theatre that provides a lens into the here and now.

## GUIDING VALUES →

Ambitious  
Open  
Independent  
Connected  
Joyful

## STRATEGIC PRIORITY 1 →

Producing Expansion

## STRATEGIC PRIORITY 2 →

Developing Audiences & People

## STRATEGIC PRIORITY 3 →

Organisational Growth

## UNDERLYING PRINCIPLES →

### Equity, Diversity & Inclusion

We are committed to championing diversity, equity and accessibility in everything we do, embracing difference and individuality with respect and an inclusive approach to ensure everyone feels valued and welcome.

### Environmental Sustainability

The collision between art and environment is what makes our work unique; our relationship with the planet is front and centre. Recognising the climate crisis, we are committed to reducing our environmental impact and to finding ways to adapt and respond to ever-changing weather patterns.

### History & Heritage

We are committed to building on our foundations as the oldest, professional, permanent outdoor theatre in the UK.

### Civic Responsibility

We are committed to developing opportunities to collaborate with local authorities, schools, community groups, grassroots organisations and other charities to remain locally engaged and effective.



# Production and Technical Coordinator

Here at Regent's Park Open Air Theatre we are looking for an enthusiastic Production and Technical Coordinator to provide administrative and logistical support to the Production and Technical Department, helping to ensure that all productions are delivered to the highest quality and standard. Working alongside the Director of Technical and Production to deliver a busy season of shows efficiently, safely, and cost effectively in a smooth and efficient manner.

## The role involves:

- Actively contributing to the effective day to day operation of the Production and Technical Department's work.
- Supporting effective and efficient communication channels within the Production Department, liaising with the Production Managers, Technical Heads of Department (HODs) and Company Managers.
- Providing administrative and financial support to the Director of Technical and Production and each of the Production Departments, e.g. arranging and attending production, fit up and technical HOD meetings; inputting and maintaining departmental, building and show budgets. With the Associate General Manager, issue contracts for all Production and Technical staff, update welcome packs and contact sheets and complete site inductions.
- Being the central point of contact for the Production and Technical Departments for the wider organisation for any matters relating to our productions, e.g. arranging recordings of productions for sharing with marketing teams and access suppliers, assisting the set-up of social and partnership events and conducting site tours for patrons.
- Leading on data collection with regards to the Theatre Green Book including updating production calculators and managing a materials inventory. Attend Green Group meetings to drive making more sustainable productions and assist departments in identifying greener methods and materials.
- Assisting in the preparation and production of technical drawings and documentation and managing the distribution, filing and sharing of those on the shared drive.
- Creating and updating show risk assessments and CDM documents.
- Ensuring that each production's running budget reflects all payments made, including accurate coding.
- In liaison with the Associate General Manager, being responsible for the administration of all credit cards, invoicing and payments across all Production and Technical Departments.
- Being a direct link with the Associate General Manager and Accountants for all matters relating to Production and Technical finances.
- Assisting with each production's technical rehearsal period and acting as a show runner to conduct research, purchasing and assist with logistics as required.
- Any other duties as reasonably requested by the Director of Technical and Production.



# Person Specification

**The ideal candidate will be highly organised and able to use their own initiative. They will have an eye for detail and be able to multi-task, working across numerous productions at one time. Previous experience of backstage theatre is essential, but this doesn't need to have been in a Production or Technical Coordinator role.**

## Essential:

- Proven experience of having an involvement in a professional production process in a backstage capacity.
- Proven track record of administration skills including managing budgets, together with cash-handling and reconciliation experience.
- Ability to work under pressure and remain calm in demanding situations.
- Organised approach with good attention to detail.
- Self-motivated with the ability to work unsupervised and manage time effectively.
- Ability to work and communicate with a wide range of people.
- Good computer literacy including Microsoft Word and Excel.

- An understanding and commitment to diversity, inclusion and access.
- A passion for Regent's Park Open Air Theatre and the work we produce.
- The ability to maintain confidentiality and handle sensitive information with discretion.

## Desirable:

- Experience in a similar Production or Technical Coordinator role.
- Knowledge of the Theatre Green Book and it's methods to drive sustainable production.
- Basic knowledge of Autocad.
- Knowledge of health and safety best practice, and experience of the risk assessment process.

***If there are some skills in the Essential criteria that you do not currently have but feel you could learn and develop for this role, please still apply and note this in your application.***





# Terms & Conditions

<b>Job title:</b>	Production and Technical Coordinator.
<b>Responsible to:</b>	Director of Technical and Production.
<b>Working directly with:</b>	All Production and Technical Departments (Company and Stage Management, Lighting, Sound, Stage, Wardrobe, and Wigs, Hair & Make Up), Creative Teams, Director of Producing & Administration, Associate General Manager.
<b>Contract:</b>	Full time, fixed-term from 17 February 2025 to 31 August 2025 (exact dates somewhat negotiable).
<b>Basic working hours:</b>	Hours will vary depending on the requirements of the season but will average out at 43 hours per week.
<b>Office base:</b>	Standard office hours are Monday to Friday, 10am to 6pm but evening and weekend work will be required over technical periods as well as occasional work on Bank Holidays.  Regent's Park Open Air Theatre, Inner Circle, Regent's Park, London, NW1 4NU.  Work at offsite rehearsal venues may also be required.
<b>Salary:</b>	In the region of £32,000 per annum pro rata, paid weekly by PAYE.
<b>Benefits:</b>	Two complimentary tickets for each of the summer season's lead productions.  Staff discount at the theatre's bar and catering outlets.  Training and development opportunities.
<b>Annual leave:</b>	Due to the nature of this contract and the organisation's seasonal operation, the successful candidate will be unlikely to be able to take holiday during the contract unless required by us; payment in lieu of unused holiday entitlement will be made at the end of the contract.
<b>Notice period:</b>	1 month.
<b>Probationary period:</b>	2 months.



**“ TALL TREES FORM A PROTECTIVE BOSKY GLADE AROUND THE OPEN AIR THEATRE'S AMPHITHEATRE AND, AS DARKNESS ENCROACHES, THERE IS NO MORE GLORIOUS PLACE TO GET ONE'S FILL OF CULTURE ”**

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# How to Apply

To apply for this role, please download and complete the Personal Details Form and Application Form from our website ([openairtheatre.com/jobs](https://openairtheatre.com/jobs)), and return to [jobs@openairtheatre.com](mailto:jobs@openairtheatre.com) by no later than **10am** on **Wednesday 8th January**. Should you prefer to answer the questions in the Application Form by submitting a video of yourself (lasting no more than 10 minutes) or a voice note (lasting no more than 10 minutes) instead of a written form, then please do.

First Round interviews are currently scheduled to take place **week commencing 13th January**. We will notify you either way if you have been selected for interview or not.

Feedback will be provided to all first round interviewed applicants on receipt of a written request no later than 1 week after the date of interview. We regret that due to the volume of applications expected feedback cannot be provided to applicants who aren't invited to interview.

**Should you have access requirements or need any reasonable adjustments to be made in order to apply for this role and/or attend an interview, please e-mail [jobs@openairtheatre.com](mailto:jobs@openairtheatre.com).**

Regent's Park Open Air Theatre is an equal opportunities employer and our recruitment process is open to all, regardless of disability, ethnicity, sexuality, gender identity, religion, caring responsibilities, and/or socioeconomic background. Our aim is to achieve greater diversity so that our organisation better reflects the city and country in which we live and serve, and to foster an organisational culture that is inclusive, respectful and safe. We welcome and encourage applications from people of all backgrounds, perspectives, identities and lived experiences, and in particular those of the global majority and those who are disabled.

Please click the following link to complete the survey which will help us to effectively monitor our Equity, Diversity & Inclusion work by identifying barriers to working or engaging with Regent's Park Open Air Theatre:

<https://www.surveymonkey.com/r/T83HXNK>.



“**REGENT'S PARK OPEN AIR THEATRE IS A MAGICAL SANCTUARY FROM THE HUSTLE AND BUSTLE OF THE CAPITAL**”

Times





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