

Productions Assistant

Recruitment Pack

A group of approximately 15 performers in 1920s-style costumes are posed on a stage. The performers include men and women in various outfits such as sequined dresses, tuxedos, and hats. Some are standing, some are sitting on a low platform, and one is lying on the floor. The background is dark with vertical light strips and a warm, reddish-orange glow. The overall mood is theatrical and glamorous.

RAMBERT



Peaky Blinders: The Redemption of Thomas Shelby. Photo by Johan Persson

What if...

there was a dance company where brilliant and daring people could show up and be supported to push themselves to move the world forward...

Welcome to Rambert

As one of the world's most diverse dance companies, we make dance that is awe-inspiring, adventurous, dynamic and relevant, and take it to the world. Through dance performances, classes and creative courses for people of all ages and abilities, we want to ensure we are engaging everyone.

Rambert is an award-winning organisation, working with the world's best choreographers, dancers and supporting administration team who ensure we create work to the highest possible standards.

Under the leadership of Rambert's Chief Executive, Helen Shute and Artistic Director, Benoit Swan Pouffer, we're setting ourselves ambitious goals and finding new ways to inspire ambition and belief.





Welcome

Thank you for your interest in the Production Assistant role at Rambert. This is an exciting time for our organisation as we continue to push the boundaries of contemporary dance both on stage and screen.

Alongside our world-class programme of performances, we are currently touring our large-scale production *Peaky Blinders - The Redemption of Thomas Shelby*, which has captivated over 200,000 audiences across the UK and worldwide. In our 2025/26 season, we will be working towards touring *Peaky Blinders* worldwide and creating our next large-scale production alongside a unique creative project to celebrate Rambert's centenary.

This is a unique opportunity to be part of an organisation that not only delivers exceptional work but also launches pioneering ventures. From *Rambert Plus* – our digital channel and online class subscription service – to our Ofqual-accredited *Rambert Grades* syllabus (in partnership with Rambert School - a dance school that trains students in ballet and contemporary dance), we are reaching thousands of young dancers worldwide. We also have a programme of community-driven participation



projects across the UK.

At Rambert, we pride ourselves on being at the heart of the UK's creative industries. Our state-of-the-art home is on London's South Bank and our facilities serve as a rehearsal base for some of the UK's biggest productions.

We are seeking an exceptional individual who shares our commitment to excellence, creativity, and collaboration. With dynamic executive and artistic leadership, a revitalised producing programme, and bold public engagement plans, this role offers a unique opportunity to shape the future of one of the world's leading dance companies.

If you're inspired by our vision and have the skills, experience, and passion to assist our production team, we would love to hear from you.

Francesca Moseley, Director of Producing



Governance, Finance, and Brand

Rambert is a registered charity, and a company limited by guarantee. We are overseen by a non-executive board of Directors led by our outgoing Chair, Dame Sue Street.

The Rambert Group is made up of three companies comprising *Ballet Rambert Ltd*, *Rambert Trust Ltd*, and *Rambert Productions Ltd*. We also have two joint ventures with Rambert School: Rambert Grades and a trademark holding company.

Our work is primarily funded through national portfolio organisational (NPO) grant income from Arts Council England, box office, and fundraising. Our other income is from Theatre Tax Relief (TTR) or earned through commercial hires of our enviable building. Our 2025-26 turnover is forecasted to be between £5-6 million.

Brands need to communicate their cause and promise – then deliver on that promise. We have developed a Brand Belief and set of House Rules (below) that are central to everything we do. Think about how you could contribute to this promise if you came to work with us.

HOUSE RULES

- Everything starts with diversity and inclusion
- Always believe it can be better
- Take us with you
- We trust each other
- Look after yourself so you can look after others
- We respect and take responsibility for our planet and its people
- Don't look back but remember where you come from
- To be superhuman, you need to be super human



A person with short dark hair, wearing a dark jacket and pants, is walking a tightrope. They are wearing a harness and holding a cane. The background is a red curtain. The title "PRODUCTION ASSISTANT" is overlaid in large white letters.

PRODUCTION ASSISTANT

This job description is a guide to the nature of the work required of this position. It is neither wholly comprehensive nor restrictive and does not form part of the contract of employment.



Job Description

PRODUCTION ASSISTANT

Contract Type and Length: Full time, Fixed Term Contract for 12 Months.

Location: Rambert Office, 99 Upper Ground, London, UK.

Salary: £27,008 per annum

Holiday entitlement: 25 days paid leave in addition to public holidays, with between a week and a half to two weeks paid leave over the Christmas holidays whilst the building is closed.

Accountable to: The Director of Producing and Chief Executive during her absence.

Work Hours: Monday to Friday, 9:30am - 6pm, with occasional evenings and weekends during tours. We are open to flexible arrangements, including compressed hours to accommodate preferences, or other personal and/or creative commitments.

Role Overview:

The Productions Administrator plays a pivotal role, serving as a central point across all of Rambert's productions in various stages of development. Responsible for liaising with incoming artists during creation periods this role requires strong administrative skills and effective communication to ensure the seamless execution of our work. The Administrator will work closely with the producing team, audiences team, rehearsal directors, and the technical team to uphold the high standards of Rambert's performances. A great opportunity for someone looking to enter the industry or for those with some experience looking to hone their skills and develop their networks working with artists of the highest calibre.

Key Responsibilities:

ADMINISTRATION

- Providing administrative support to the Producing Team across all productions in planning and development stages and during creation periods.
- Providing scheduling support and co-ordinating meetings.
- Booking rehearsal/studio space and meeting rooms.
- Attending and minuting production meetings



- Supporting the management of the team diaries including the arranging of meetings and booking of travel and accommodation for Executive Producer/Director of Producing as needed.

FINANCE

- Administration and adhering to a budget for logistical coordination of Rambert productions, clearly tracking running costs and reporting to rest of Producing Team as required.
- Processing all incoming invoices for the productions and raising outgoing invoices as required.
- Reconciling production credit cards each month and reporting to Finance Team.

LOGISTICS

- Booking travel and accommodation for creative teams working with the company
- Creating welcome packs, schedules and other administrative support for visiting creative teams.
- Acting as a point of contact for guest artists when they are working with Rambert

EVENTS

- Assisting with the co-ordination of first night receptions and other events as required
- Coordinating invitations to promoters and VIPS for our opening nights and managing and processing ticket requests for promoters and creative teams.
- Responding to internal and external enquiries about our productions from artists, staff, partners and the public.
- Supporting on the running of company auditions, including travel and administration logistics, answering questions from prospective applicants, helping target people to audition, scheduling teachers.
 - You will also support the Project Lead on special events including festival appearances, commercial opportunities, development events, behind-the-scenes access, public engagement opportunities, etc, as required.
 - Some UK travel and working weekend/evenings may be required.



General Responsibilities

- Uphold Rambert's policies, sustainability goals, and House Rules.
- Engage in staff meetings, training, and other events.
- Contribute ideas to help Rambert best achieve our goals.

Person Specification

We are looking for brilliant and daring people – people who are both empowered and accountable, who want to be there and are committed to excel in their contribution to our success.

We're a team of skilled, motivated and collaborative people and everyone is expected to engage in the life of the organisation. In return you will be welcomed into an exciting and supportive environment where you will be encouraged to move towards success and grow into your best self.

Essential requirements

- A demonstrable interest in producing in the arts.
- Experience in administration and logistics
- An excellent communicator, whether in person, in writing or online.
- Experience of speaking to people over the telephone
- Experience of monitoring project expenditure
- Strong organisational skills, with the ability to manage multiple priorities.
- Ability to make decisions and to work on own initiative.
- A team worker, adept at helping teams work better.

Desirable requirements

- Knowledge and experience of touring productions, whether in the UK, internationally or both.
- Prior knowledge of contemporary dance, and the work of Rambert.
- Familiarity with Office applications (Word, Excel, Zoom, Outlook etc)
- Able to work flexibly (with occasional travel, evenings and weekends as required).



Contract Terms and Working Arrangements

The role includes a three-month probationary period, during which either party may terminate the contract with two weeks' notice. Upon successful completion of the probation, the notice period will increase to two months.

Additional Benefits

- 25 days annual leave and paid leave for Christmas Closure
- Death in service benefit equivalent to 4x base salary.
- Employee Assistance Programme, including access to a private GP and virtual counselling appointments.
- 24-hour confidential helpline offering financial, emotional, and wellbeing support.
- Enhanced maternity and paternity pay.
- Enhanced sick pay.
- Free access to Rambert classes (subject to availability).
- Free use of the onsite gym.
- Complimentary tickets to Rambert performances (subject to capacity).
- Two paid volunteer days per year.
- Discounted theatre tickets and Art Fund membership.
- Star Card providing discounts across London's Southbank.
- Pension auto-enrolment after three months of employment.



An Inclusive Workplace for All

We:

- Actively encourage applications from individuals who are underrepresented identities within the arts industry to apply. We will interview all candidates from under-represented identities in arts who meet the essential requirements (above) for the role, as part of our commitment to fair and inclusive recruitment.
- Stand firm against racism and are committed to anti-racist practices.
- Recognise the underrepresentation of D/deaf and disabled people in the sector. We are committed to making reasonable adjustments throughout the recruitment process and in the workplace. Please let us know how we can support your access needs.
- Support and celebrate LGBTQ+ individuals, ensuring our workplace is inclusive of all sexual orientations, gender identities, and expressions.
- Understand and acknowledge that social class disparities can create significant barriers to accessing opportunities in the arts. We strive to create an inclusive environment that supports individuals from all socio-economic backgrounds. We are Living Wage employers because we want to help break the poverty cycle and reduce socio-economic barriers to those working within the arts.

To Apply

Please send the below to recruitment@rambert.org.uk by 5pm UK Time, Thursday 30 October 2025.

- A CV (no more than two pages).
- A one-page (maximum) cover letter that details your interest in the role, relevant experience and suitability for the role referring to the key accountabilities and personal specification (above).
- An equal opportunity monitoring form that will be provided to you once we have received your CV and cover letter.

We want to make all opportunities at Rambert accessible to anyone who wishes to apply. If submitting a written application is not the best way to tell us about your skills and experience, please let us know and we will discuss your needs with you. We can accept your application in a variety of ways:

- Video.



- Recorded audio.
- Dictate your application to us over the phone.

If you wish to apply in any of these ways, please contact recruitment@rambert.org.uk

Further details on our commitment to inclusivity as part of this application process are outlined on the next page.

First interview: Week commencing 03 November 2025. Second and final round interviews will be Organised with candidates following successful first interviews.

Only shortlisted candidates will be contacted. If you have not heard from us withing two weeks of the closing date, please assume your application has been unsuccessful.

Please ensure you have the Right to Work in the UK. Pre-employment checks will be undertaken prior to a job offer being made.

If you have questions or would like an informal conversation about the role, please email recruitment@rambert.org.uk.

Thank you and best of luck with your application.

Rambert

Rambert.org.uk

99 Upper Ground London SE1 9PP



Supported using public funding by
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RAMBERT

