



PRODUCTION COORDINATOR

(Maternity Cover)

The Grange Festival is an arts charity which presents an exceptionally dynamic programme of opera, dance, and concerts each summer. Held in one of the most celebrated neo-classical mansions in Britain, surrounded by a stunning countryside landscape, the Festival welcomes audiences from far and wide for awe-inspiring experiences of beauty, connection and artistic excellence.

SALARY: £25,000 - £28,000 pro rata (depending on experience)

CONTRACT: January to November 2026

APPLICATION DEADLINE: 5 pm 15th January 2025

HOURS: 9.30 – 5.30pm, Monday – Friday, out of season – Weekends, bank holidays, and evening working is part of the role during the festival season, mainly April to July. Where possible, time off in lieu will be agreed in advance.

ADDRESS: Folly Hill Farm, Itchen Stoke, Nr Alresford, Hants SO24 9TF

Please note that The Grange Festival office and theatre is in a rural location with no public transport links, a full driving license and access to a car are unavoidable.

JOB DETAILS

The Production Coordinator plays a key role in supporting the Chief Operations Officer, the Director of Artistic Administration, the Production Manager and the Company Manager. This maternity-cover role offers an exciting opportunity to work at the centre of the festival, gaining hands-on experience across the full spectrum of producing a major arts event. It is ideally suited to someone building on an initial role in the arts or returning to work and eager to deepen their knowledge of festival and production operations.

KEY AREAS

- Work on production & updating of the festival schedule and technical budgets
- Conduct availability checks and prepare contracts/paperwork for all technical team members
- Support payroll and ensure contractor invoices are processed smoothly
- Liaise with the production teams and the technical team with schedules, travel and accommodation requirements
- Prepare and distribute contact sheets, photo sheets and welcome packs
- Keep the H&S documentation up to date, and assist in its implementation
- Liaise with outside venues, companies and suppliers in the production of the festival
- Assist with Art@TheGrange and site management
- Work on site preparation for the festival and other events with key holder responsibilities
- Assisting with the production of the Learning@TheGrange programme
- Be a Festival First Aider, organise first aid supplies/training and carry out site inductions
- Liaising with Festival drivers and taxi companies for artists and patrons
- Assist with pastoral care of the artists and technical team, supporting their needs during the Festival
- Setting- up & supervising the dressing rooms, green room and off-stage areas



- Liaising with HoDs, e.g., Backstage, Catering, Box Office, Front of House
- Deputise for the Company Manager and Production Manager

PRODUCTION COORDINATOR

| CRITERION | ESSENTIAL | DESIRABLE |
|-----------------------------|--|---|
| Qualifications | Educated to degree, or equivalent work experience. | A degree in Stage Management, Technical Theatre, Music or the performing arts or equivalent work experience |
| Experience | Administrative experience as a professional or volunteer. This may have included planning schedules, arranging travel and accommodation, checking details and problem solving. Working stage or backstage role as a professional or volunteer. Working in rep in a festival setting. | Working with professional or amateur performers |
| Skills/knowledge | <p>General music/opera/theatre knowledge and a readiness to broaden this.</p> <p>Confident with people – able to establish good working relationships.</p> <p>Confident with IT, Microsoft – able to create documents in Word and Excel, including working with databases.</p> <p>Organised, able to prioritise and meet strict deadlines.</p> <p>Excellent attention to detail.</p> | Broad knowledge of classical music/ theatre practice |
| Ability and aptitude | <p>Able to work well within a small team - flexible and collaborative.</p> <p>Able to use initiative appropriately - Enthusiastic, positive “can do” attitude.</p> <p>Able and willing to learn and develop.</p> | Aptitude to take on more responsibilities if the need arises. |
| Other requirements | <p>Full driving licence and car</p> <p>Able to work evenings and weekends during the Festival and other busy periods.</p> <p>Travel to and from our London rehearsal venue</p> | |