
Brighton Dome & Brighton Festival

JOB DESCRIPTION

Job Title: Production Coordinator

Accountable to: Production Manager

Department: Production

Job Purpose:

To support the Production department in all aspects of administration.

Key responsibilities

- Ensure the smooth running of the Production Department's administrative functions with meticulous attention to detail. Oversee administrative tasks such as:
 - Parking schedules and suspensions
 - Updating show allocations documents
 - Diary management
 - Meeting minutes
 - Internal and external correspondence (including monitoring the production email inbox)
 - Ordering consumables
 - Entering staffing allocations to artifax
 - Collate issues from event reports to present at weekly team meeting
 - Entering turnaround bookings into artifax
- Support budget management for Brighton Dome and Festival:
 - Raising purchase orders
 - Petty cash reconciliation
 - Liaise with Finance on coding, supplier setup, sales invoice requests, and payment schedules
 - Ensure budgets and finance trackers are accurate and up to date in coordination with the Production and other departments
 - Liaise with APM, PM and HoP for reconciliation of budgets
- Book event resources including venues, props, and licensing (e.g. minors, animals)
- Gather and distribute event information from Producers, artists, and promoters to all relevant departments

- Support Production Managers in finalising event requirements (e.g., Riders), distribute relevant information, and provide artist/company contact details for event days
 - Ensure Artifax contains all necessary technical and communications data.
 - Attend and prepare for Venue Operational and weekly planning meetings; communicate departmental actions and follow-ups
 - Champion the use of Sharepoint and ensure the design is clear and efficient
 - Assist the Contracts Manager in gathering PRS data
 - Help plan and advance selected year-round performances; support Production Managers in smooth delivery
 - Contribute to the artistic development and operational efficiency of Brighton Dome and Festival
 - Act as an ambassador for the Production Department and the organisation in all professional interactions
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Salary & Terms

- **Salary:** £26,318 per annum pro rata
 - **Hours:** 30 hours per week (TOIL only)
 - **Annual Leave:** 25 days + UK Bank Holidays pro rata
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Person Specification: Production Coordinator

Essential:

- Excellent administration, communication, and organisational skills
- Experience in arts production/administration across various art forms
- Proficient in Microsoft Office (especially Excel, Word, Outlook), Artifax, and email systems
- High accuracy and attention to detail
- Strong budget management abilities
- Able to manage multiple projects and work under pressure
- Initiative and effective prioritisation skills
- Enthusiasm for the arts and organisational development

- Adaptable and helpful with a proactive, flexible approach
- Thrives in a fast-paced, dynamic environment

Desirable:

- Experience with databases (off-the-shelf or in-house)
- Good local arts knowledge and networks
- Experience in outdoor events, film, visual arts, literature, spoken word, comedy, theatre, dance, music (including classical)
- In-depth knowledge of at least one art form with broad artistic interest

Note: Flexible working is required, particularly in the lead-up to and during the Brighton Festival in May, including evening and weekend availability.