

Sales & Production Assistant Job Description

Interactive Theatre International are looking for a friendly, confident person to join their London team in supporting their Sales and Production departments.

London based, when on site we work at Cannon Street and Tottenham Court Road, working remotely when not based in one of these locations.

Areas of Responsibility

Production

To assist the Production Manager with day to day tasks, including but not limited to:

- Inputting data into our database, such as travel and accommodation bookings, completed contracts etc.
- Liaising with venues week to week to help them prepare for shows.
- Keeping and managing props inventories, sourcing replacements where needed.
- Making travel invoices.
- Liaising with actors and agents regarding contracts.
- Completing end of tour reports.
- There may also be some customer service and front of house cover tasks from time to time.

Sales

To assist the UK sales executives with administrative work:

- Creating sales contracts and invoices once a show is sold.
- Chasing deposit, balance and travel invoices.

Person Specification

We are looking for someone who is:

- Is outgoing and confident in talking to actors, agents and venue managers both over the phone and via email.
- Must be confident in chasing outstanding monies owed from clients.
- Has great attention to detail and good organisational skills.
- Is a good, fast thinking problem solver.
- Is well presented.
- Must have an interest and some work/study experience in the arts sector.
- Must be London based, have your own laptop and internet connection at home.

We are offering this position on a part time basis between September and December, moving to a full time contract from January 2019. To apply, please email bethany@imagination-workshop (cc stacey@imagination-workshop.com) with a CV and cover letter. Interviews will be held on the 25th and 26th July.