

LONDON COLISEUM

Production Coordinator

Candidate Recruitment Pack



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**ARTS COUNCIL
ENGLAND**



LONDON COLISEUM

The London Coliseum first opened its doors on 24 December 1904 as the *London Coliseum Theatre of Varieties*. Today, it stands as the largest theatre in London's West End, with 2,359 seats spread across four seating levels.

The theatre is owned by the charitable organisation English National Opera (ENO). All profits from the Coliseum support ENO's mission to make opera accessible and inclusive. The venue proudly hosts ENO's annual London Opera season, running from September to March. Outside of this season, the Coliseum welcomes a diverse range of visiting productions, including performances by English National Ballet and other leading national and international companies.

Working at the London Coliseum means becoming part of a rich and evolving legacy. Every member of our team plays a vital role in creating unforgettable experiences for thousands of audience members each week.



Production Coordinator

SUMMARY

The Production Coordinator plays a key role in supporting the Technical Operations and Commercial Programming teams to deliver a wide range of productions and events at the London Coliseum.

This is a highly collaborative and varied role requiring a proactive, organised individual with strong technical understanding and excellent interpersonal skills. You will act as a central point of coordination for visiting companies, ensuring a seamless experience from initial enquiry through to successful delivery, while maintaining the Coliseum's reputation as a world-class venue.

This is a 12-month fixed-term contract to reflect the evolving nature of the role as it may develop over time.

Contract

12-month fixed term contract

Reports to

Head of Technical

Salary

£39,706 per annum

Location

London Coliseum

Hours

40 hours per week, 10am-6pm, evening & weekend availability required

Production Coordinator

Key Responsibilities

Production & Event Delivery

- Act as the primary liaison between visiting companies and the London Coliseum's technical, production, and commercial teams
- Coordinate pre-production and production meetings, including preparing documentation and taking minutes where required
- Interpret and communicate technical requirements to ensure feasibility and effective delivery
- Maintain a visible on-stage presence during production periods, supporting smooth technical operations
- Be present on key dates, including first nights, guest performances, and site visits

Operational Coordination

- Collaborate with ENO production teams to coordinate logistics including transport, wardrobe, stage management, orchestral needs, and room bookings
- Liaise with Front of House and event teams to ensure alignment of operational and audience requirements
- Organise and deliver on-stage toolbox talks and briefings

Health & Safety

- Promote and embed safe working practices across all activities
- Monitor compliance with health and safety procedures for both in-house and visiting teams
- Communicate requirements and ensure all necessary production documentation (e.g. risk assessments, method statements) is received and reviewed
- Participate in the development and review of London Coliseum health and safety documentation, including risk assessments and standard operating procedures

Production Coordinator

Key Responsibilities

Administration & Planning

- Manage and maintain the London Coliseum hire inbox and enquiry database, ensuring timely and professional responses
- Prepare schedules, event documentation, and technical information, including updating stage plans
- Collate and distribute key production information to relevant stakeholders
- Attend internal and external meetings (e.g. programming, marketing, box office, commercial) as required

Financial & Resource Coordination

- Assist in compiling post-event settlements, including FOH, technical, catering, security, and other recharges
- Arrange technical hires and procure consumables and equipment as needed
- Raise and process purchase orders in line with organisational procedures

General

- Champion ENO's values, contributing to an inclusive, respectful, and collaborative workplace culture
- Undertake additional duties as required to support the successful delivery of visiting productions

Production Coordinator

Person Specification

Required:

- Experience in technical production, live events, or event coordination
- Broad understanding of technical theatre disciplines within a producing or receiving house.
- Practical understanding of UK Health & Safety legislation and experience in health and safety management.
- Ability to interpret technical drawings, including CAD plans and ground plans
- Strong organisational, administrative, and time management skills
- Excellent communication and interpersonal skills, with the ability to build effective working relationships
- Excellent IT skills, complemented by a proactive ability to learn and embrace new systems.
- Ability to manage multiple priorities in a fast-paced environment
- Flexibility to work evenings and weekends as required
- Calm, solution-focused approach with strong problem-solving skills
- Ability to work effectively under pressure and to tight deadlines
- Collaborative and approachable working style

Desirable:

- Demonstrated interest in supporting visiting productions from enquiry through to delivery
- Recognised certifications in Health and Safety (training provided)
- Ability to use CAD software
- Recognised certifications inc. IPAF, forklift and working at height.

Encore Extras

At LCL, our people play a vital role in helping us create extraordinary encounters with theatre and beyond, so it's just as important that we reward people beyond their salary to recognise their contributions.

Your Wellbeing

- **Annual Leave:** 25 days plus Public Holidays
- **Hybrid and flexible working**
- Eye care vouchers
- Enhanced Company Sick Pay
- Enhanced Family Friendly Leave (including Maternity Leave and Paternity Leave)
- Cycle-to-Work Scheme
- **Employee Assistance Programme (EAP)** through Pebble:
 - Confidential support available 24/7, 365 days a year for employees
 - Virtual GP & digital physio
 - Wellbeing portal including videos, podcasts, and factsheets on topics such as sleep, diet and exercise



Your Professional Development

- Annual Professional Development Review to support your personal and career ambitions and achievements
- Opportunities for Sabbatical leave to invest in your learning, wellbeing and career goals



Seeing Our Performances

- Complimentary tickets for ENO and selected London Coliseum performances
- Staff rate for ENO performances
- Complimentary tickets to talks, recitals and behind-the-scenes events



Managing Money

- Salary Sacrifice pension scheme with Natwest Cushon
- Interest-free travel season ticket loans
- Annual pay review
- Discounts across various categories including: Travel, Wellness and Fitness, Electronics, Accessories, Food & Drink and many more through Pebble



“The variety of what we do is amazing, from drinks receptions and garden parties, to opportunities to see performances from Stage, Prompt or the Flies - every day is different and exciting!”

Please note that some of these extras vary depending on contract type or duration.

To Apply

You can apply for this role on our careers site.

We'll ask you for:

- A copy of your CV
- A cover letter

Due to the high number of applications we receive, we are only able to provide individual feedback to candidates who progress to interview stage.

Application Deadline

5pm, Sunday 19 July 2026

1st Interviews (Online)

Thursday 23 & Friday 24 July 2026

2nd Interviews (London Coliseum)

Tuesday 4 August 2026



We're proud to be a Disability Confident Employer. If you'd like to apply through the Disability Confident Guaranteed Interview Scheme or require any reasonable adjustments for the application process, please email workwithus@londoncoliseum.org

Backstage Secrets to Success

Read the job description carefully

The job description is your score and every note counts. This will help you understand whether the role is a good fit and what is required, so you can tailor your application effectively.

Read the application requirements carefully

Before your first act make sure you know your cues and stage directions. Check for any word limits, additional tasks, or submission deadlines.

Tailor your cover letter

Your cover letter is your aria- your chance to shine. Use this to tell us things that we can't see on your CV for example: why you want to work with us, how our values align with yours, and any transferable skills that make you a great fit for the role.

Check your application

Before submitting, review spelling and grammar, ensure attachments are included and correctly named, and double-check that your contact details are accurate and up to date. This is not a rehearsal. We repeat, this is not a rehearsal!

Prepare for your interview

Research the organisation, be ready to discuss experience mentioned on your CV, and think about questions you'd like to ask us. See the interview as a duet where each voice is equally as important.

Use AI tools mindfully

AI is a brilliant tool that's transforming how we work however, please ensure your application is honest and a true reflection of your experience. You can use AI to check grammar and spelling, improve structure and formatting, research the organisation or rehearse mock interviews but remember when the curtain rises, we want to see the real you in the spotlight.

Online interviews

If your interview is online, have a technical rehearsal. Check that the link works beforehand and make sure you have a quiet space, a good internet connection with minimal distractions.

In-person interviews

Confirm who you'll be meeting on the day, check your route in advance, and leave plenty of time in case of travel disruptions. This is your 5-minute call, you have 5 minutes.

Accessibility

We are an inclusive employer and want to ensure that our process is as accessible as possible. If you have any access requirements, please let us know as soon as possible by emailing us on workwithus@londoncoliseum.org so that we can ensure that the stage is ready for your performance.

Information



Confidentiality

Confidentiality is so important in this role and our policy is strict. All information concerning staff, patrons and other LCL business, the disclosure of which could be detrimental to the company, must be held in the strictest confidence and may not be divulged to any unauthorised person at any time.

Data Protection

Data Protection and adherence to GDPR is equally important. We therefore require that computer information should only be accessed if this has been authorised and is necessary as part of the postholder's work. You will need to be aware of the GDPR 8 key principals, and the Computer Misuse Act 1990.

Health and Safety

Health and Safety is so important at LCL and we would expect that the postholder will be happy to undertake personal responsibility for safety as will be outlined in the LCL safety policy and the Health and Safety at Work Act 1974.

Equal Opportunities

Equal Opportunities is a given. We will expect the postholder to abide by LCL's policies on Equal Opportunities and Dignity at Work.

Code of Conduct

Code of Conduct is sometimes assumed, but at LCL we will require the postholder to act in accordance with LCL's Code of Conduct whereby everyone shall be treated in a professional and courteous manner with full regard to the avoidance of discrimination, consistent with current equal opportunities employment legislation.



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London Coliseum Limited is a wholly owned subsidiary of English National Opera (ENO) and its profits are used to support the work of the ENO.