

Job Title: Assistant Production Manager

Reports to: Directors / General Manager / Production Managers

Job Context

GBA produces shows and provides technical direction and production support across theatre, live events, ceremonies and immersive experiences in the UK and internationally.

Led by Gary Beestone and Zoe Snow, GBA works with creative teams, producers and production teams to develop projects and bring ambitious ideas to the stage. Its producing work includes commercial producing, executive producing and general management in the West End, on Broadway and internationally.

GBA's technical direction credits include Paddington The Musical, Stranger Things: The First Shadow and Harry Potter and the Cursed Child. Producing credits include The Curious Case of Benjamin Button, now at The Public Theater in New York, and Manic Street Creature. The company also delivered executive producing and technical direction for the Birmingham 2022 Commonwealth Games ceremonies.

GBA Studios supports UK and international projects with in-house logistics. Together, these services connect creative development with the practical planning, technical delivery and operational support needed to realise a production.

www.gba.live

The Role

The Assistant Production Manager will provide practical, on-site and project-based support to GBA's Production Managers and Technical Directors across theatre, live events, ceremonies and immersive experiences. Working with the Directors, General Manager, Production Managers and project teams, the role will help plan and deliver productions safely, efficiently and within agreed budgets.

This is an opportunity for an organised, proactive and self-motivated individual to develop their production management experience across GBA's UK and international projects. The successful candidate will combine clear communication and accurate administration with a hands-on approach, supporting technical planning, rehearsals, production periods, Studios logistics and day-to-day problem-solving.

Knowledge, Skills & Experience

- An understanding of the theatre and live event production process, with relevant practical experience.
- Confidence supporting on-site work and taking responsibility for allocated tasks within an agreed brief.
- Strong organisational skills and the ability to manage multiple priorities and meet deadlines.
- Accuracy and attention to detail when maintaining production documents, schedules and financial records.



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GBA Studios, Unit 6 The Tramsheds, Coomber Way, Croydon CR0 4TQ
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- An understanding of safe working practices and a willingness to develop relevant technical and health and safety knowledge.
- Excellent communication and interpersonal skills, with the ability to work with a wide range of people.
- A proactive, adaptable and reliable approach, with a strong desire to build production management experience.
- A respectful and supportive approach to colleagues, embracing diversity and maintaining positive working relationships.
- Discretion and the ability to handle confidential information professionally.
- A driving licence suitable for driving the company van.

Key Responsibilities

Production Management

- Support Production Managers and Technical Directors in translating creative and technical requirements into practical plans for assigned productions and events.
- Undertake allocated production management, deputy or stage management duties appropriate to experience and the project brief, with support from the Production Manager or Directors.
- Attend rehearsals, production meetings and site visits as required, identifying practical issues and helping to resolve them.
- Work with creative teams, technical departments, venues and suppliers to maintain clear communication and support delivery.

Project Planning and Budgeting

- Assist Production Managers and clients with project planning, scheduling, budgets and resource requirements.
- Monitor allocated project expenditure and maintain accurate records of quotes, orders and costs.
- Flag budget pressures, resource gaps or changes to the Production Manager and Directors promptly.
- Help ensure that staffing, equipment and other resources are in place for each stage of the project.

Documentation and Reporting

- Prepare and maintain production schedules, risk assessments and other project documentation under the direction of the Production Manager.
- Keep the Production Manager and Directors informed of progress, potential issues and proposed solutions.
- Arrange project meetings, chair them when delegated, and record and circulate clear actions.
- Maintain organised, accurate and up-to-date project records and support handovers between teams.



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On-Site Coordination

- Assist with fit-ups, load-ins, technical rehearsals, production periods, maintenance and load-outs.
- Coordinate allocated on-site activities and teams within the agreed production plan.
- Follow relevant health and safety requirements and agreed safe working procedures, raising concerns promptly.
- Help develop transport plans and coordinate deliveries, collections and other production logistics with GBA Studios and project teams.

Team Support

- Assist with the recruitment and coordination of project team members as required.
- Attend team meetings and provide practical support to colleagues across GBA projects.
- Deputise for colleagues where appropriate to experience and as agreed with the Production Manager or Directors.
- Contribute to safe, respectful and collaborative working environments.

Driving and Logistics

- Drive the company van as required, subject to the appropriate licence and company requirements.
- Carry out routine vehicle checks, report faults and assist with arranging maintenance.
- Assist with safe loading, unloading and the movement of equipment and materials between venues and GBA Studios.
- Coordinate the appropriate disposal of bulky waste items when required.

General Responsibilities

- Actively support the wider GBA team and contribute to the successful delivery of projects.
- Undertake other duties appropriate to the role's purpose and level of responsibility.

Location & Working Pattern

- This is a full-time role based at GBA's London office, with on-site work as required.
- Normal working hours are 9 am to 6 pm. Frequent overnight and weekend work will be required, with time off in lieu (TOIL) by arrangement.
- Regular travel within London and travel elsewhere in the UK will be required. Occasional international travel may also be required.
- Travel and accommodation will be provided where work takes place outside London.

Term & Salary

- Permanent contract starting Monday 4 January 2027.
- 3-month probationary period.
- £35,000 per annum.
- Statutory holiday allowance in accordance with UK regulations.
- Statutory pension scheme in line with company policy.



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Recruitment Timeline

- Applications close: Thursday 26 November 2026.
- Interview dates and offer timeline: to be confirmed.

How to Apply

To apply or request further information, please email your CV and cover letter to recruitment@gba.live, clearly stating Assistant Production Manager in your application.

GBA is an equal opportunities employer and encourages applications from all backgrounds and communities.

If you have any access requirements for your application, please contact GBA on recruitment@gba.live or by phoning 0207 100 2163

Applicants must have work authorisation for the UK.

No agencies.



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