



**Cultivating creativity  
Connecting communities**



Job Title: **Assistant Production Coordinator**

An entry level role to assist with the coordination of **Let's Play Thurrock**, an intergenerational performance created by Casson & Friends and produced by Applause Rural Touring.

Days		10 days from May- September
Wage		£125 per day plus expenses
Location		Thurrock
Contract Type		Freelance contract
Application Deadline		12 noon 14 April 2025
Interview Date		w/c 21 April 2025

**The Project:**

**Let's Play Thurrock!** will see Applause Rural Touring collaborate with Record Breaking performance company Casson & Friends (C&F) to locally create and tour a brand-new version of their joyful participatory dance work **ARCADE**, a high quality & ambitious work that will be developed in collaboration with and performed by an intergenerational cast from the Thurrock area.

**ARCADE** is an interactive performance that uses movement 'games' to animate public spaces - encouraging playful participation to connect people of all ages with the childlike joy of play - and each other!

**The Organisations:**

**Applause Rural Touring** is a cultural charity and Arts Council England funded National Portfolio Organisation that collaborates with people across Kent, Sussex, Essex, and the wider region to create opportunities for creative experiences in their local communities. Their work creates opportunities for rural and culturally under-served neighbourhoods to be empowered to reimagine their community through creative engagement. From halls to pubs to libraries, from fetes and festivals to village greens and to wide open spaces. We connect exceptional artists and performers with a network of passionate volunteers and programmers.

**Casson & Friends** are a UK based Record Breaking Dance Theatre Company, creating unique performances that are accessible, interactive and joyful. The company works with a diverse range of collaborators, from filmmakers and musicians to computer programmers and psychologists, but most often collaborates with the public and communities, inviting them to engage with dance in exciting and accessible ways.



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### **The Role**

The production coordinator will support both organisations to organise and manage logistics around workshops and performances, organising schedules, circulating information, and handling paperwork, arranging transport and ensuring smooth operations and a successful outcome of this community driven project.

### **Key Responsibilities:**

#### **Administrative Support:**

- Maintain and update production schedules.
- Track production expenses.
- Assist with general correspondence.

#### **Logistical Support:**

- Assist with the coordination of travel arrangements for cast and crew.
- Assist with booking venues and liaising with suppliers.
- Assist with sourcing equipment and supplies as needed.

#### **Communication and Coordination:**

- Communicate effectively with the production team and performers.
- Attend production meetings as required.
- Help with the setup and breakdown of the production on show days.

#### **Other Duties:**

- Assist with any other tasks as assigned by the production team.
- Maintain a positive and professional attitude, contributing to a collaborative and efficient work environment.

### **Additional information:**

The successful candidate will be supported and mentored by Sally Lampitt (Deputy Director)/Claire Bailey-Day (Essex Field Worker) from Applause and Tim Casson (Director) Casson& Friends.

It is intended that this role will be a mix of home-based working and attendance at events in the Thurrock/South Essex area. Travel expenses and other agreed costs will be reimbursed.

As this is a freelance contract the successful candidate will be responsible for registering as self-employed and paying their own Tax and National Insurance. Support and guidance to set this up will be provided.



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**Person specification:** The following Person Specification is a guide only. You do not need any formal qualifications or to meet every criteria to apply. We welcome applications from people who can demonstrate transferable skills and enthusiasm for the role.

- Interest in community/art performance or production
- Strong organisational skills and attention to detail.
- Excellent communication and interpersonal skills.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook).
- Ability to work independently and as part of a team.
- Ability to handle multiple tasks and prioritise effectively.

### Eligibility

Due to the criteria of the funding of this position, to be eligible to apply for this role you must be:

- Aged between 18 and 25 at the time of appointment
- Currently residing in one of the following districts of South Essex: Basildon, Castle Point, Southend or Thurrock.

### How to apply

Application Deadline		12 noon 14 April 2025
Interview Date		w/c 21 April 2025

To apply please put together the following:

- A written CV listing your education and any paid or voluntary work experience you have
- Either a written covering letter or a video/audio recording ( no longer than 5 minutes) telling us why you would be good for this role and how you meet some or all of the criteria outlined above.

Then please email both of these to Sally Lampitt – [programming@applause.org.uk](mailto:programming@applause.org.uk)

This role is funded and supported by Creative Estuary. [Creative Estuary](#) has a vision to forge a new future founded on creative energy and innovation, along the length of the Thames Estuary.