

Office Administrator/PA to the Directors Short Street Productions Ltd



Overview

Short Street Productions Ltd (formed from the Mark Rubinstein Ltd team) is an established theatre producing and general management company, working in the West End and on tour both nationally and internationally. Projects that the company is currently producing, general managing or supporting include *The Guilty* (Donmar Warehouse), *The Standard of Living* (Theatre Royal, Haymarket), *The Last Ship – The Musical* by Sting (International Tour/London), *Billy Elliot – The Musical* (UK & Ireland Tour/London), *The Little Dancer – A New Musical* (London), *Game of Thrones – The Mad King* (London) and a number of large scale projects at various stages of development both regionally in the UK and in the West End.

Purpose of Role

This role will support the two Directors and the Short Street team and ensure the efficient operation of the office.

Duties and Responsibilities may include but are not limited to:

- Providing general support to the Directors (Mark Rubinstein & Dave McNeilly) including diary management where requested.
- Providing administrative support covering various aspects of day to day running of productions.
- Scheduling meetings; attending and taking notes where necessary.
- Acting as a first point of contact for visitors to the office, both on the phone and in person.
- Ensuring the efficient day-to-day operation of the office (e.g. monitoring shared inboxes, maintaining office supplies).
- Supporting the General Management teams in preparing for rehearsals and workshops, including researching rehearsal rooms, hiring equipment and arranging logistics.
- Supporting General Management teams with Press/Gala nights and other company events.
- Proofing and updating biographies for the company, and the Short Street website.
- Making travel arrangements, including researching and booking accommodation and transport, producing full itineraries where required, and ensuring visa requirements are met.
- Assisting with recruitment processes, including drafting job descriptions, advertising roles, and preparing and issuing contracts as required.
- Maintaining accurate and up-to-date schedules, contact lists, contract logs, and filing systems.
- Providing administrative support to the Finance team, as required.
- Assisting with accounting tasks in collaboration with the Finance team, including processing invoices, payroll, and expenses.
- Dealing with house seat requests and booking tickets.
- Undertaking revenue analysis by monitoring and reporting box office sales, when required.
- Carrying out research tasks and supporting specific projects as required.
- Carrying out any other duties that may reasonably be required, including covering for other members of the team during holiday and illness.

Person Specification

Essential Skills and Experience

- Some knowledge and understanding of the theatre industry and the theatre-making process, but above all a passion for theatre.
- Some experience in an administrative role in a similar environment
- Computer literacy including knowledge of Word, Excel and Outlook.
- Excellent written and numeric skills.
- Excellent face-to-face and written communication skills and a confident telephone manner.
- The ability to remain calm and flexible when working under pressure and to juggle multiple projects and tasks.
- A methodical, logical and thorough approach to work and an ability to use initiative. Excellent attention to detail and proof-reading skills.
- An ability to respect confidentiality and use diplomacy and discretion.
- Willingness to work collaboratively as part of a small team, offer help and support to colleagues and cover other roles as necessary.
- Enthusiasm and willingness to learn.

We are particularly keen to hear from candidates who have previously been underrepresented in our industry linked to ethnicity, class, disability, gender, geography, sexuality, age and religion.

Terms and Conditions

SALARY:	Competitive.
START DATE:	November/December 2026
CONTRACT:	Full time permanent contract following initial two-month probation period.
PLACE OF WORK:	This role will primarily take place in the office on Blackfriars Road (near Waterloo Station, London), but some opportunities for home working may be available on occasion.
WORKING HOURS:	Hours are normally 10 am to 6 pm but some evening and weekend work may be required.
HOLIDAY:	30 days per year (including bank holidays).

Recruitment Process

To apply, please email your CV and a short covering letter (no more than one page) outlining your suitability for the role to recruitment@shortstreet.co.uk by **5 pm on Monday 19th October 2026**.

Please provide the names and contact details of two people who can comment on your work professionally. Please indicate how long and in what capacity your referees have known you. Referees will not be contacted without your permission.

When submitting your application, please complete an Equal Opportunities Form. This form will be kept separate from your application and will not form any part of the assessment of your application.

Please tell us of any access requirements you might have, and if you need any adjustments to participate in the recruitment process.