



Production & Administrative Assistant

This is a junior, hands-on role suited to someone looking to build practical experience in theatre administration and production. The successful candidate will work closely with the General Manager/Production Manager and wider production team, gaining exposure to the planning and delivery of a major performing arts festival and various theatrical productions.

Location: Cape Town

Employment Type: Part-Time

Contract Type: Independent Contractor Agreement

Contract Duration: Six Months - with option to extend. 1 October 2026 - 31 April 2027.

Hours: Approximately 15 hours per week during the pre-production period, increasing by prior agreement during the Festival's peak rehearsal, production and performance periods, from January - March 2027.

Job Purpose

The Production & Administrative Assistant supports the General Manager/Production Manager, the Executive Producers and the Maynardville team by assisting with the day-to-day administrative, organisational, and logistical functions of the company.

This role ensures the smooth operation of the production office by maintaining organised records, coordinating schedules, assisting with communication, preparing documentation, and supporting logistical requirements for productions, tours, and events.

The role provides essential administrative and coordination support that allows the General Manager to focus on strategic planning, production leadership, and stakeholder management.

Key Responsibilities

1. Office Administration

Assist with the daily administrative operations of the Maynardville production office.

Responsibilities:

- Assist with drafting, formatting, and sending professional correspondence.
- Print, scan, format, and file company documentation.
- Maintain organised digital and physical filing systems.
- Assist with maintaining office databases, spreadsheets, and records.
- Track and update administrative timelines and task lists.
- Assist in the preparation of meeting agendas and supporting documentation.
- Take meeting minutes and distribute them to relevant parties.

2. Production Administration Support

Provide administrative support for theatre productions, festivals, and touring projects.

Responsibilities:

- Assist with creating and maintaining production master sheets and contact lists.
- Help compile and maintain production documentation and production bibles.
- Coordinate rehearsal schedules and production calendars, escalating conflicts to the General Manager/Production Manager.
- Maintain organised digital folders for production documents.



- Assist with preparing documents for production meetings.
- Compile departmental documentation including wardrobe, set, stage management, and technical materials.

3. Travel and Logistics Support

Assist with the coordination of travel and logistical arrangements for productions and company staff.

Responsibilities:

- Research travel and accommodation options for productions and tours.
- Assist with preparing travel itineraries and schedules.
- Maintain records of travel bookings and arrangements.
- Assist with coordinating transport logistics for small deliveries or collections.
- Assist with basic errands when required, including document collection or supply pickups.

4. Marketing and Digital Support

Provide administrative and coordination support for marketing and promotional activities.

Responsibilities:

- Assist with social media management and content creation when required.
- Maintain organised marketing asset folders (photographs, videos, graphics).

5. Database Management

Assist with maintaining professional relationships and industry records.

Responsibilities:

- Maintain and update the company database of artists, designers, directors, and collaborators.
- Maintain contact lists for suppliers, partners, and industry stakeholders.
- Respond to basic enquiries and forward relevant communication to the General Manager.

6. Festival and Event Support

Provide administrative assistance for festivals and major production events, including the Maynardville Open-Air Festival.

Responsibilities:

- Assist with organising festival documentation and schedules.
- Maintain crew and production contact lists.
- Assist with preparing documentation for production meetings.
- Assist with coordinating rehearsal and venue schedules.
- Assist with maintaining inventory lists for props, costumes, and equipment.
- Assist with compiling documentation required for permits and applications.
- Assist with preparing safety and operational documentation when required.

Required Skills

- Strong organisational and administrative skills.
- Excellent written and verbal communication.
- Strong attention to detail.
- Ability to manage multiple tasks and deadlines.
- Strong record-keeping and documentation skills.



- Ability to work independently and take initiative.
- Ability to work efficiently during busy production periods.
- **Stage Management/Production Management experience is a huge plus.**

Technical Skills

Working knowledge of the following, or willingness to learn:

- Microsoft Office Suite (Word, Excel, PowerPoint)
- Google Workspace (Docs, Sheets, Drive, Calendar)
- Canva
- Social Media Platforms (Instagram, Facebook, TikTok)
- Email Marketing Platforms (Mailchimp or Brevo)
- *Wix, WordPress and Squarespace and equivalent website editor experience is a plus*
- Zoom, Skype, Microsoft Teams
- Basic video editing software (CapCut, iMovie, or similar)

Personal Attributes

- Highly organised and detail-oriented
- Professional and reliable
- Friendly and approachable
- Strong time management and prioritisation skills
- Able to maintain confidentiality
- Strong communication and interpersonal skills
- Positive attitude and willingness to support multiple departments
- Resourceful and proactive

Language Abilities

Must be fluent in English and able to write clearly, accurately, and professionally with strong grammar and spelling.

Requirements

- Matric Certificate
- Valid Driver's License
- Access to a reliable vehicle
- Access to a laptop and high-speed internet
- Smartphone
- No criminal record
- A tertiary qualification in Arts Administration or related field is recommended
- Practical experience in performing arts environments will be a plus.

HOW TO APPLY (APPLICATIONS CLOSE 18 SEPTEMBER 2026)

Complete this form

<https://forms.gle/K2yrzj5XnBMbVpHJA>