



A Zeldin Company (AZC) develops and produces the work of Writer and Director Alexander Zeldin, and tours it internationally.

Our aim is to create a new place for theatre, both within existing models, but also where it is not expected, closer to everyday life, to people and to communities.

Working across borders, languages, social divisions and generations, we make large scale, ambitious productions, accessible to a diverse global audience. We aim to reach those for whom our work will be relatable and relevant, and who will play a crucial role in shaping that work. In creating theatre on these terms, we seek to establish collaborations and break down barriers between those communities, our audiences and the professional artists who work with us. We want to create pathways into work for those who face challenges accessing opportunities, forging creative partnerships with those who have traditionally been excluded from the cultural sector and investing in a sustainable future for the theatre industry.

Core AZC Values:

Respect | Curiosity | Rigour | Innovation | Internationalism



Company of Faith, Hope and Charity at Schaubühne Berlin in 2024 © Gianmarco Bresadola

What we're looking for:

Who will report to:

Contract:

Working days/hours:

Salary:

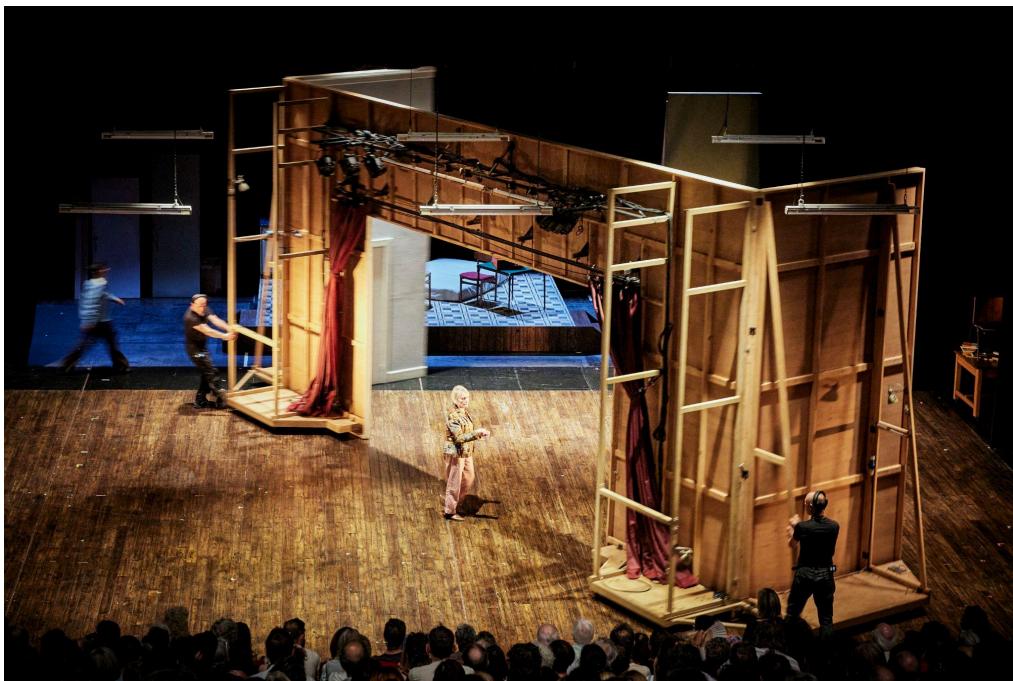
Executive and Production Assistant

AZC Co-Directors

Part-time, Fixed Term Contract for 1 year

4 days/week (Week A Mon-Thurs, Week B Tues-Fri, 10am-6pm)

£32,000 p.a. (pro rata)



Amelda Brown in The Confessions at Festival D'Avignon 2023 ©Christophe Raynaud de Lage

Background

Alexander Zeldin is a British writer and director internationally recognised as one of the most important new voices in world theatre today. Alexander was an Associate Director at the National Theatre from 2018 to 2024 where his plays; *Beyond Caring*, *Love*, *Faith Hope and Charity*, *The Confessions* and *The Other Place* have been presented.

AZC was created in 2019 as an independent production company to produce and tour Zeldin's work nationally and internationally. Since its foundation, Zeldin's productions have been presented in 25 cities across 13 countries: *LOVE* was performed at the Park Avenue Armory in New York in 2023, *The Confessions* toured extensively across Europe in 2023-2024, and *The Other Place* is currently playing at The Shed in New York in throughout February 2026. *CARE* (co-produced by AZC and the Young Vic) will run at the Young Vic from 11 May to 11 July 2026 and there are several other projects in development for planned productions in 2026-2028.

The Role

We are looking for an Executive and Production Assistant to support the Co-Directors in the smooth running of all the day-to-day aspects of the business, during a particularly busy year and a period of growth for the company. This is a unique opportunity for somebody who has already gained initial experience of theatre and production administration and is looking to deepen their knowledge of the industry through working as part of a small team for an independent theatre company, where you will be able to experience and work on each stage of the production process.

The Team

In addition to the Artistic Director, the core AZC team consists of the Chief Executive, the General Manager and Associate Producer, the Participation Director, and the Fundraising Director - all of whom provide support for the company's core activity through a mix of remote and in-person working. In addition there is an engaged and responsible Board of Directors who meet quarterly.

EXECUTIVE AND PRODUCTION ASSISTANT - RESPONSIBILITIES

Scheduling

- Managing the Artistic Directors diary: helping to schedule his production commitments, and organise relevant meetings by emailing and communicating clearly with and on behalf of the Artistic Director
- Supporting the Chief Executive on managing her meetings and diary where necessary at particularly busy periods
- Overseeing and updating AZC's full day-to-day schedule with Production timelines, and ensuring the Artistic Director's own calendar is up-to-date and corresponds with AZC's.

Development and Production

- Scheduling
- Booking rehearsal spaces
- Script formatting, issuing and printing
- Drafting letters of agreement and contracts for creative and production teams and actors for approval by General Manager and Chief Executive
- Communicating production updates to creative and production team and acting company as required as instructed by Chief Executive and/or General Manager
- Booking travel and accommodation as required
- Visa and immigration administration as required for international artists and/or touring
- Delivering production finance processes as listed below including uploading receipts and updating Production budgets with actual expenditure.

Finance

- Uploading bills and receipts to Xero and coding expenditure according to direction from the Chief Executive and the General Manager
- Weekly reconciliations
- Processing VAT returns
- Supporting payroll administration where required.

Board and Governance

- Supporting the Chief Executive and General Manager to collate and distribute Board papers
- Minuting Board Meetings
- Filing on behalf of the Company at Companies House where required

Fundraising

- Drafting and submitting fundraising applications as instructed by the Fundraising Director and Chief Executive
- Drafting reports for funders as required and in collaboration with the Fundraising Director
- Pulling together budgets for applications and reports.

Engagement and Participation

- Supporting the administration of engagement and participation activity as required by the Engagement Director

General

- Work with the General Manager and all AZC team members to create and manage an organisational database of all of AZC's collaborators, co-producers, and general contacts
- Be an advocate for AZC in the wider industry.

PERSON SPECIFICATION

- At least 2 years experience of administration or project management within a theatre or arts context
- Highly organised individual with a positive and systematic approach to administrative tasks and excellent attention to detail
- Experience of working on or supporting a number of projects simultaneously and able to demonstrate good time management skills and meet deadlines.
- Excellent, and clear written communication skills
- A strong collaborator with good inter-personal skills and the ability to deal confidently with a wide range of people
- High-level of proficiency in Google Workspace, as well as Microsoft Word and Excel
- A passion for theatre, literature and the arts both in the UK and internationally
- Knowledge of / experience with Xero, or other accounting software is desirable
- Fluent or Intermediate in French is desirable
- Intermediate in German is desirable

HOW TO APPLY

**Send your CV and cover letter outlining your experience and suitability for the role to
faye@azeldin.com by 10am on Thursday 19th Feb**

1st-round interviews with Chief Executive and General Manager on 26th February 2026

2nd-round interviews with Co-Directors on 3rd March 2026



Nick Holder in LOVE at Park Avenue Armory New York 2023 ©Stephanie Berger