

Associate Producer

The Opportunity

Lar&Co produces creatively rich and logistically complex entertainment projects, including live music events, televised and bespoke productions, intimate immersive experiences and art projects. See larandcompany.com for more information on what we do and who we work with.

We are looking for an energetic and passionate Associate Producer to join our new team in Los Angeles. Reporting to and working closely with Laura Hall, Head of North America and Executive Producer, this role will support the development and delivery of Lar&Co's projects across North America.

This is a hands-on production role for someone who is highly organised, proactive and excited by ambitious creative work. You will support projects from pitch and early creative development through pre-production, live delivery and post-project reconciliation, working with clients, creative teams, production partners, venues, suppliers and freelancers.

The successful candidate will be comfortable moving between creative, logistical and commercial priorities. You will bring structure and momentum to projects, take ownership of defined areas of work and anticipate what the team needs next.

This is not an internship or purely administrative position. It is an opportunity for a developing producer to gain broad experience, take on meaningful responsibility and grow alongside an ambitious international production company.

What you will bring

Passion You are engaged with the industry and stay informed about emerging technologies, production methods and market trends. You actively share your knowledge and use it to inspire clients, colleagues and collaborators.

Energy You bring enthusiasm and momentum to projects. You are willing to get involved, respond positively to challenges and help move work forward.

Initiative You do not always wait to be told what to do. You anticipate needs, identify potential issues and look for practical ways to support the team and improve the work.

Organisation You can manage multiple priorities, maintain accurate information and bring structure to fast-moving and sometimes ambiguous situations.

Collaboration You enjoy working with different personalities and disciplines. You communicate clearly, listen carefully and contribute positively to the wider team.

Curiosity You are keen to learn and comfortable asking thoughtful questions. You want to understand both the creative ambition and the practical realities behind each project.

Accountability You take ownership of your responsibilities, follow through on commitments and understand the importance of accuracy, discretion and attention to detail.

Producers of Live Entertainment

Lar&Co Entertainment Incorporated is a company registered in the State of Delaware.

Registration number: 10616697. Registered office: 500 Delaware Avenue, Suite 903, Wilmington, Delaware, 19801, United States of America.

The role

Project and Production Support

- Support the Head of North America and Executive Producer across multiple projects, pitches and business opportunities.
- Assist with projects from initial enquiry and creative development through pre-production, on-site delivery and post-project review.
- Take ownership of defined production workstreams under the direction of the Executive Producer or lead producer.
- Prepare and maintain project schedules, action lists, contact sheets, production books, call sheets and other core production documentation.
- Track deadlines, decisions, deliverables, dependencies and approvals, following up with relevant team members as required.
- Coordinate meetings, circulate agendas and notes and ensure agreed actions are clearly recorded and progressed.
- Support research into venues, suppliers, technical solutions, locations, talent and production partners.
- Assist with site visits, rehearsals, installations, live events and de-rigs where required.
- Help ensure projects are delivered safely, responsibly and to Lar&Co's expected creative and production standards.
- Support post-project wrap-up, reconciliation and review processes.

Pitches and Creative Development

- Support the preparation of proposals, treatments, credentials documents, presentations and pitch materials.
- Undertake focused research to inform creative concepts, production approaches, locations, suppliers and budgets.
- Coordinate information and contributions from internal teams, creative partners and external specialists.
- Help develop initial production schedules, scopes and budget information for prospective projects.
- Ensure pitch materials and supporting documentation are accurate, well organised and delivered on time.
- Maintain discretion and care when handling confidential client, artist and project information.

Financial and Commercial Support

- Assist with the preparation and maintenance of project budgets, estimates, forecasts and reconciliations.
- Request, organise and compare supplier estimates and production costs.
- Raise and track purchase orders, invoices and other financial documentation in line with company processes.
- Monitor committed and actual costs and flag discrepancies or potential overspend promptly.
- Help maintain accurate records of project scope changes and their impact on cost and schedule.
- Support supplier negotiations and procurement under the direction of the Executive Producer or lead producer.
- Work with the wider team to ensure financial information is accurate, current and clearly communicated.

Clients and stakeholders

- Communicate professionally and confidently with clients, venues, agencies, suppliers, freelancers and other project partners.
- Support clear and consistent communication regarding deadlines, deliverables, meetings, approvals and project requirements.
- Build positive working relationships and represent Lar&Co with energy, judgement and professionalism.

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- Prepare materials and information for client meetings, presentations and production updates.
- Help ensure client requests and decisions are documented and shared with the appropriate project team.
- Develop the confidence and knowledge to manage defined client and partner relationships independently as experience grows.

Team, Suppliers and Resources

- Help identify, contact and coordinate freelance production talent, suppliers and specialist partners.
- Support project resourcing by maintaining availability information, contact records and relevant production details.
- Assist with travel, accommodation, accreditation, access and other project logistics for teams and partners.
- Maintain organised project files and ensure key information is accessible to the wider team.
- Work collaboratively with Lar&Co colleagues in the UK and with international project partners across different time zones.
- Contribute ideas for improving production systems, templates, workflows and ways of working.
- Help build and maintain a strong network of trusted North American production partners.
- Be willing to step outside a narrowly defined remit when project circumstances require it.

Experience and capabilities

You will ideally have:

- Relevant professional experience in live events, experiential production, entertainment, music, television, theatre, creative agencies or a related production environment.
- Approximately two to four years of relevant experience, although evidence of capability, attitude and potential will be considered alongside length of service.
- Experience supporting projects through multiple stages of the production process.
- Strong organisational and prioritisation skills, with excellent attention to detail.
- The ability to manage several workstreams and deadlines within a fast-moving environment.
- Clear and professional written and verbal communication skills.
- Confidence communicating with clients, suppliers, freelancers and senior colleagues.
- Some experience working with project budgets, estimates, invoices, purchase orders or reconciliations.
- Strong research and presentation skills.
- A practical, resourceful and solutions-focused approach.
- The confidence to take initiative, combined with the judgement to know when to ask for support.
- A working knowledge of Google Workspace, Asana and Microsoft Office within macOS, or the ability to learn new systems quickly.
- An interest in production technology and the technical disciplines involved in live experiences.
- A collaborative approach and a willingness to contribute across all aspects of production.
- The flexibility to work outside standard office hours when required by live projects.
- The ability and willingness to travel domestically and internationally.



Location and Working Pattern

This is a full-time role based in Lar&Co's Los Angeles office.

Regular in-person collaboration is an important part of the role. Some flexibility may be possible depending on project requirements, but candidates should expect to work primarily from the Los Angeles office and on location when required.

Evening and weekend work will occasionally be required as part of live project delivery. Domestic and international travel will also form part of the role.

Candidates must be legally authorised to work in the United States, and be free from any restrictions limiting them from obtaining necessary international visas (coordinated by Lar&Co)

Reporting Line

This role reports to our Head of North America and Executive Producer and will collaborate closely with Lar&Co's worldwide production and creative teams.

Salary and Benefits

- Salary: To be confirmed, dependent on experience
- Paid time off: To be confirmed
- Benefits: To be confirmed
- Annual discretionary bonus

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