

punchdrunk

Appointment of

Head of Producing & Planning

July 2025 | Ref: JBGWC



Saxton Bampfylde

punchdrunk

A person in a dark, ornate costume with a large, jeweled mask, holding a glowing blue light beam. The person is standing on a dark surface, and the light beam is the only source of illumination, creating a dramatic silhouette effect. The background is dark and textured.

"World conquering
theatre rebels."
Evening Standard

Our history

Founded in 2000 by Felix Barrett, Punchdrunk has pioneered a game-changing form of theatre which places the audience at the very heart of the action. Listed amongst the **50 most influential artists of the last 50 years** (*Sky Arts*) alongside Bowie, Sir Steve McQueen and Vivienne Westwood, Punchdrunk disrupts the theatrical norm, creating worlds in which audiences can rediscover the childlike excitement of exploring the unknown.

Its iconic “mask” shows, which redefined the genre of immersive experiences, have been cited amongst **the 40 creative moments that changed culture** (*Creative Review*), and have found phenomenal success across the globe, with record-breaking productions established in the US, UK and China. *Sleep No More* in New York played to sell out audiences for 14 years from 2011, and in Shanghai the show has been running since 2016, making it the longest running show in the city’s history. A new production opens in Seoul this summer. *The Drowned Man: A Hollywood Fable* broke the National Theatre’s box office records when it went on sale in 2013. Punchdrunk’s 2022 London production, *The Burnt City*, became the company’s longest-running show in its home city, coinciding with the opening of its first permanent venue at One Cartridge Place in Woolwich.


In 2024, *Viola’s Room* debuted in Woolwich, marking a shift from Punchdrunk’s signature mask performances. This intimate, barefoot sensory experience distilled two decades of the company’s immersive expertise, using binaural sound to create a deeply personal journey. It premiered at The Shed in New York in June 2025.

Alongside these landmark live theatrical experiences, Punchdrunk has taken its ground-breaking approach to cross-cultural collaborations in music, tech, fashion and TV: from projects with Rihanna to Jack White, Louis Vuitton to Alexander McQueen, and HBO to Brad Pitt’s Plan B Studios – most recently with TV series *The Third Day*, starring Jude Law, Naomie Harris, Katherine Waterston, Emily Watson and Paddy Considine which included the Bafta-nominated live event: *The Third Day: Autumn*: a 12-hour live episode, filmed in one continuous take.

Punchdrunk’s past theatrical works include: *Viola’s Room*, *The Burnt City*, *The Drowned Man: A Hollywood Fable* (with the National Theatre), *The Crash of the Elysium* (Manchester International Festival), *Sleep No More* (London, Boston, New York, Shanghai), *The Duchess of Malfi* (with ENO), *It Felt Like A Kiss* (with Adam Curtis and Damon Albarn, Manchester International Festival), *Tunnel 228* (in collaboration with The Old Vic), *The Masque of the Red Death* (with Battersea Arts Centre) and *Faust* (in collaboration with the National Theatre).

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"Hands down the best
immersive theatre
company in the world."
Time Out

The role

Currently, the Punchdrunk producing department operates as follows:

- Our team of incredible Senior Producers each have responsibility for specific productions. They oversee the successful development, delivery and running of their productions, ensuring they are produced on time, in budget, to the highest artistic quality and with a happy and empowered team driving them forwards.
- The Co-Executive Producers are intricately involved in each project, supporting with stakeholder management, all key decisions, and the inevitable problem solving that each production requires.
- Each Senior Producer works closely with a Lead Producer and wider producing teams.

With a rapidly growing pipeline of productions and shows running globally, Punchdrunk is seeking a Head of Producing & Planning to integrate into the department and facilitate the smooth, efficient, and sustainable delivery of multiple concurrent projects.

This is a lynchpin role – supporting the Co-Executive Producers with the strategic development and delivery of the company's three-year plan, empowering the Senior Producers and wider team to achieve the company's ambitious artistic and commercial goals, and engaging across departments to ensure strategic alignment, seamless planning, and operational excellence.

The ideal candidate is an experienced team leader with strong administrative, financial, and business skills. They will thrive in collaborative settings – championing inclusive practices and a culture of sustainability and innovation. They will be able to navigate a fast-paced, constantly evolving environment and embed robust systems for planning, scheduling, budgeting, and contracting to provide structure to support the necessarily reactive nature of the work.

While this role will not actively produce individual shows, it requires an experienced producing professional with the vision and expertise to support producing operations and develop fit for purpose systems. They will be able to deep dive on projects as needed, whilst maintaining an overview across the full production slate.

This role plays a critical part in ensuring clear, consistent communication across the organisation – serving as a central conduit for sharing key financial, operational, and cultural priorities. It also contributes to shaping the future of the company by assessing areas for growth and recommending scalable systems, staffing structures, and resources that will support Punchdrunk's long-term success.

As the company evolves in the coming years, this role and the wider producing department will necessarily adapt and grow in response to the changing needs of the organisation.

Reporting to: Co-Executive Producers

Responsible for: Senior Producers

Key relationships: Artistic Director, Co-Executive Producers, Creatives, General Manager, General Manager, Finance Director, Senior Producers, Project Producers

Planning & operational oversight

- Maintain a high-level, accessible overview of all active and upcoming projects, including timelines, staffing needs, budget stages, and key milestones;
- Chair regular slate and planning meetings with the Executive Team, Senior Producers, and Head of Production to enable aligned scheduling and resourcing;
- Oversee and optimise scheduling, logistics, and resource allocation across all productions and regions;
- Lead on the use and maintenance of the Project Planner, ensuring timely updates and transparency across the organisation;
- Ensure insights and learnings from each production are shared and efficiencies across projects are maximised;
- In collaboration with the General Manager, manage freelance and creative team availabilities to avoid conflicts and ensure clear communication.

Strategic planning & artistic alignment

- Collaborate with the Executive Team and Artistic Director on long term strategic planning, budgeting, resource forecasting etc;
- Act as key internal communicator on producing operations and planning priorities;
- With the Senior Producers and Head of Production, support the project feasibility assessments and long-term planning across all company activities and new initiatives;
- Identify pressure points in scheduling, resourcing, and capacity; propose systems and staffing models to support sustainable growth;
- Manage and maintain a complete list of our current and prospective pipeline of projects – tracking progress and enabling informed decision-making;

Producing & co-productions

- Support co-production agreement negotiations, led by the Senior Producers, ensuring consistency across productions and the strongest outcome for Punchdrunk;
- Collaborate with Co-Executive Producers on royalty structures to ensure parity and alignment across projects and personnel;
- This role is key in providing a pipeline for information across the company, ensuring top-level financial and cultural objectives and priorities are communicated effectively. They will also help shape the future structure of the organisation by assessing growth needs and proposing systems, staffing models and resources that will support long-term success;
- Support the budgeting and business modelling process, alongside the Co-Executive Producers, Senior Producers, Head of Production and Finance Team;
- Develop and implement consistent templates for budgeting, contracts, cash flows and reporting;
- Provide trouble-shooting support for the Senior Producers, offering guidance as needed on day-to-day producing challenges.

Financial & Contract Management

- Support Finance Director and Co-Executive Producers on annual budgeting, costs, targets, and partner recharges;
- Work with the Co-Executive Producer and Finance Director to develop business cases and budget proposals for future planning and production infrastructure;
- In collaboration with the Co-Executive Producers, General Manager and Finance team, develop and maintain clear, consistent budget, contract, and tracking templates;
- Own and maintain the company's freelance rates card, benchmarking against industry standards and ensuring parity across projects.



Leadership & culture

Support and empower the Senior Producers and wider producing team to ensure a thriving producing department.

Provide pastoral line management to the Senior Producing team while Co-Executive Producers retain oversight of decision-making on production delivery.

Identify professional development opportunities to nurture staff growth..

Foster a safe, inclusive, equity-driven culture through policy, practice, and collaboration.

Cross-departmental collaboration

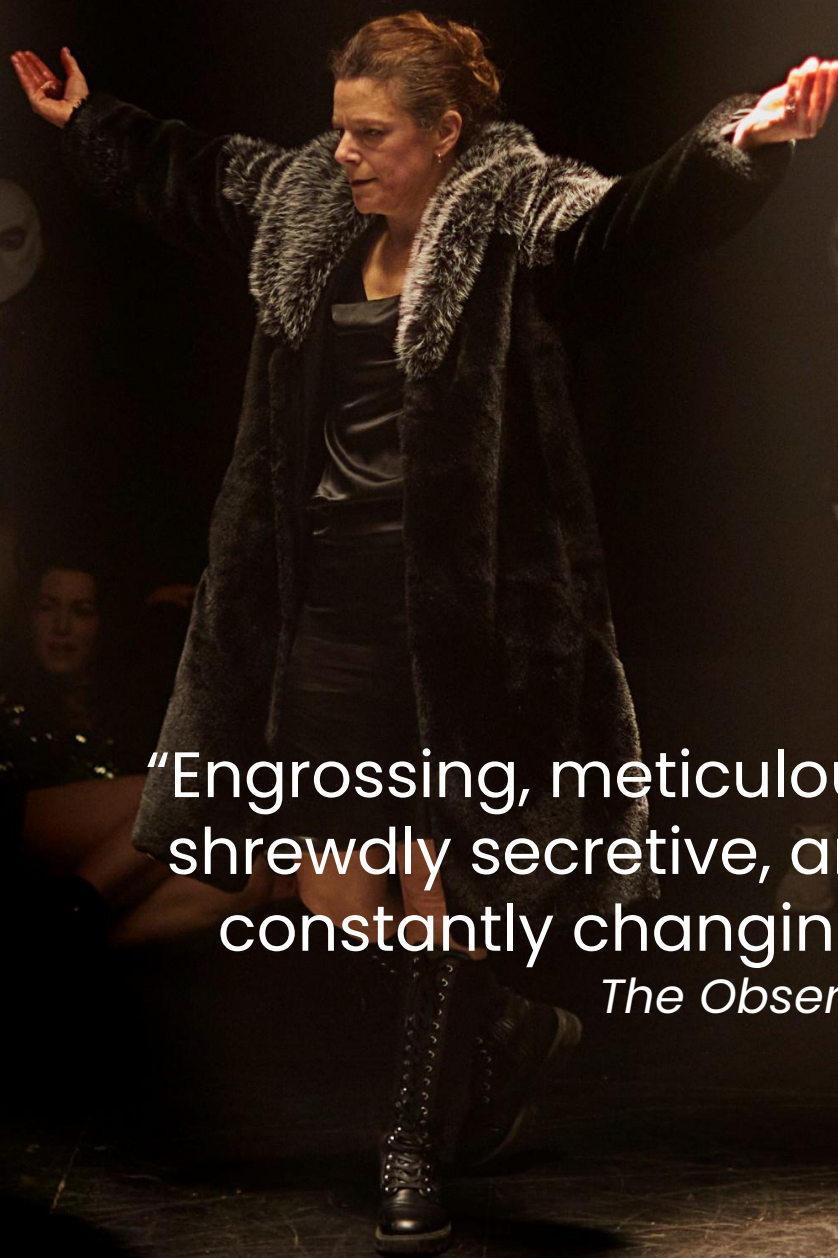
Work with the Head of Production on resource and schedule planning..

Partner with the General Manager to improve day-to-day operations, staff workflows, administrative and communication systems.

Coordinate with Marketing, Development, Production, Operations, Finance and other departments for integrated organisational planning.

Please note that this job description is intended to provide a general overview of the key responsibilities and expectations for the role. It is not meant to be an exhaustive list and may be subject to change based on business needs or priorities.

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"Engrossing, meticulous,
shrewdly secretive, and
constantly changing."

The Observer

Person specification

The Punchdrunk environment is fast-paced, often reactive, and endlessly evolving. The workforce comprises a brilliant team of passionate, creative and committed staff and freelancers who thrive in a collaborative, supportive and non-hierarchical environment. The projects always strive to break new ground, which means that there is often no template or guideline for the work that is created. The ideal candidate is one who will be excited to be part of a team (whilst equally willing to be a proactive self-starter), happy to get their hands dirty, and who is comfortable with navigating the unknown.

The ideal candidate will be a team leader with strong administrative and business skills. They will ensure Punchdrunk maintains a robust bedrock of strategic planning, scheduling, budgeting and contracting to deliver the artistic ambition and commercial potential of each production. Furthermore, they will champion an ambitious but realistic approach with clear processes and communication, creative solutions, sustainability, and an inclusive, collaborative company culture.

They will ideally bring all or most of the following attributes:

- Several years in a senior producing, planning, production, or operational role within theatre or performing arts;
- Significant experience in producing theatre and events with a proven track record of success;
- Track record of starting projects from scratch, demonstrating the ability to bring together a range of partners and stakeholders;
- Exceptional planning, prioritising, and organisational abilities across multiple concurrent programs;
- A diplomatic and collaborative leader with proven experience managing, mentoring, and growing teams, and the ability to bring people together;
- Strong financial acumen – budgeting, financial oversight, and commercial insight, ideally with experience of managing large project budgets;
- Experience negotiating and agreeing contracts including with freelancers, co-producers and with other partners.
- Excellent written, verbal, interpersonal, and stakeholder-engagement skills;
- Creative thinker, able to tackle complex logistical and financial challenges under pressure;
- Demonstrable commitment to diversity, inclusive practices, and building and contributing to an equitable team culture;
- A balanced blend of artistic sensibility and sharp administrative/business capability.

Terms of appointment

Place of work:	Punchdrunk offices in Woolwich, London
Contract:	Full-time (standard 40 hours per week, Monday – Friday, 10am–6pm)
Salary:	£65,000 – £70,000 pa depending on experience
Probation:	3 months (notice during probation is 2 weeks on either side)
Notice period:	3 months
Pension:	3% employer contribution, following completion of probation period
Holiday:	20 days holiday per annum (rising to 25 days after one year) + UK bank holidays (total of

How to apply

Saxton Bampfylde Ltd is acting as an employment agency advisor to Punchdrunk on this appointment.

Candidates should apply for this role through our website at www.saxbam.com/appointments using code **JBGWC**.

Click on the 'apply' button and follow the instructions to upload a CV and cover letter and complete the online equal opportunities monitoring* form.

The closing date for applications is noon on **Thursday 31st July 2025**.

First round interviews with Punchdrunk will take place on Thursday 7th August 2025.

** The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.*

GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.

Due diligence

Due diligence will be carried out as part of the application process, which may include searches carried out via internet search engines and any public social media accounts.

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