



TYNE
THEATRE
& OPERA
HOUSE

**Tyne Theatre
Productions**

Under 25 Volunteer Production Co-ordinator

Annie

Tyne Theatre Productions is looking for an Under 25 volunteer Production Co-ordinator to provide operational support during the production period for *Annie*, September 2026 to February 2027.

Tyne Theatre Productions is the in-house amateur production company of Tyne Theatre & Opera House. Information on the company and its past performances can be found via our website at www.tynetheatreandoperahouse.uk/about/get-involved/

Role & Responsibilities

This role is designed for someone to gain experience to support their entry into the arts industry. Tasks may include booking and sourcing rehearsal venues, scheduling and coordinating cast and band rehearsals, replying to cast queries, liaising with inhouse technical and marketing teams over production requirements, supporting marketing and social media, organising merchandise etc.

The position is unpaid. Hours will be task-related however we would hope you could attend one of the weekly rehearsals (either a Wednesday evening or Sunday morning) in central Newcastle and spend approximately half a day per week on related administration. This could be done remotely or at the theatre.

You will be line managed by the Head of Community Engagement & Participation who will mentor you during your time with us. The role will give you a unique view into the operation of a large amateur theatre company in a professional setting.

The applicant should ideally

- be based in the Newcastle area
- be between 18-25 years
- be enrolled on or have completed a relevant college course such as performing arts, arts management, theatre design etc.
- be looking to join the arts industry as a production manager, project co-ordinator or similar
- have good people skills
- be able to follow instructions

- enjoy a challenge and find ways around problems!
- be willing to commit to the production period

Please apply by sending your CV and accompanying letter explaining why you would like to work with us and how your life experiences align with the requirements of the role. Applications should be sent via email with the subject title 'TTP PRODUCTION CO-ORDINATOR to ttp@ttoh.uk

The closing date is Friday 26 June 2026 after which virtual interviews will be held before appointing.