RECRUITMENT PACK

PRODUCTION COORDINATOR

(37.5 hours per week, 41 weeks per year)



LIPA

THE LIVERPOOL INSTITUTE FOR PERFORMING ARTS



WELCOME FROM THE PRINCIPAL & CEO

A warm welcome to LIPA. I would like to take this opportunity to thank you for your interest in joining us.

LIPA is recognised as a world leading centre of excellence for creative learning and vocational training within the performing arts and creative industries. Our ethos and learning environment is underpinned by a commitment to collaborative and creative practice that develops artists and cultural entrepreneurs ready to respond to the evolving needs of the creative industries and performing arts.

With our recent achievement of probationary degree-awarding powers, and the development of our new Strategic Plan for 2027-2032, this is an exciting period in our evolution.

We have high expectations for new appointees, and are looking for inspiring, inclusive and innovative individuals who will support us in developing the next generation of performers, creative artists, and entrepreneurs.

If you share our mission, we would really like to hear from you.

I wish you all the best.

Sean

Professor Sean McNamara
Principal & CEO



ABOUT LIPA

Founded by Sir Paul McCartney and Mark Featherstone-Witty, LIPA is a globally recognised centre of excellence for performing arts education, with a reputation for innovation and collaboration.

We enjoy a global reputation for the quality of our teaching, our world class facilities and an enviable track record of graduate employment and alumni successes. Our campus is nestled in the heart of Liverpool's Georgian Quarter and is a hub for the city's creative community. We are proud of the standard of our facilities and how they allow students to train in a high quality environment that mirrors industry practice in the creative arts.

OUR STRATEGY FOR 2027-2032

Thirty years after LIPA first opened its doors in the old Liverpool Institute, we are preparing to set out the next chapter in our story.

Our new strategy for 2027–2032 builds on the foundations that have shaped LIPA so far: excellence in creative learning and vocational training, an inclusive culture where talent from every background can thrive, a sustainable institution and campus, an outstanding experience for our students, staff and alumni, and a curriculum that prepares graduates for lasting careers in the creative industries.

It also marks a new direction. Over the next five years, LIPA will look further outwards than ever before, deepening our connections with industry, with Liverpool and the North West, with our alumni and supporters, and with partners around the world. We will continue to invest in our campus and facilities so that they remain at the heart of our creative community.

We will publish our full strategy in January 2027. It is an exciting time to join us, and new colleagues will play a central part in bringing it to life.



THIS ROLE

Help bring creative productions to life

At LIPA, our productions, performances and live events are at the heart of the student experience. From theatre productions and live music performances to interdisciplinary creative projects, every event provides students with the opportunity to learn in a professional environment that mirrors industry practice.

Reporting to the Production Manager, you'll play a key role in coordinating the planning, administration and delivery of a wide range of production activity across the Institute. Working with academic staff, students, freelance creative professionals and external suppliers, you'll help ensure everything runs smoothly behind the scenes so that our productions can shine on stage.

This isn't just about administration. You'll be:

- Coordinating the systems, schedules and processes that keep productions on track
- Supporting the engagement and management of freelance creative professionals
- Working across the Institute with colleagues, students and external partners
- Helping manage production resources, equipment, props and furniture assets
- Supporting projects and initiatives that enhance our productions and student experience

As you develop within the role, you'll become a trusted point of contact within the Productions team, helping to shape efficient ways of working and contributing to the continued success of LIPA's performance and production programme.

What you'll be doing

The key areas of responsibility for this role are:

- Coordinating administrative processes for productions, performances and live events
- Managing production schedules, records, documentation and departmental systems
- Recruitment of freelance creative practitioners and contract management
- Assisting with budget monitoring, procurement and financial administration
- Coordinating production resources, store management and asset inventories
- Supporting the operational delivery of productions, events and special projects
- Liaising with internal departments, venue teams, external suppliers and contractors
- Delivering a high-quality service to staff, students, audiences and visiting professionals

This is a role for someone who enjoys being organised, proactive and collaborative. You'll balance attention to detail with the ability to manage multiple priorities, helping to ensure that productions are delivered efficiently while creating outstanding learning opportunities for our students.

ABOUT YOU

The ideal candidate will have a degree or equivalent in a relevant subject. Experience within production, performing arts and events of coordinating multiple projects and competeing priorities and experience supporting budgets is essential. Experience in HE/FE settings, procurement processes and the engagement of freelance professionals is essential.



We are looking for someone with a genuine enthusiasm for supporting creative activity, the initiative to identify and implement improvements, and a commitment to delivering an exceptional experience for students, staff and industry professionals. You will be someone who enjoys solving problems, working collaboratively and ensuring that every detail is in place to help productions and events run smoothly.

You will be a highly organised and collaborative professional with experience supporting the delivery of complex projects, events or productions in a fast-paced environment. You will also have:

- Professional and approachable manner with a strong customer service ethos
- A positive, flexible and proactive approach to work
- Excellent organisational and time management skills, with the ability to coordinate multiple activities simultaneously
- Strong communication and relationship-building skills, enabling you to work effectively with staff, students, freelance practitioners and external suppliers
- Experience of coordinating projects, productions, events or operational activities to successful outcomes
- Excellent administrative skills and a high level of attention to detail
- Strong IT skills, including Microsoft Office applications and the ability to learn new systems quickly
- The ability to remain calm under pressure whilst managing competing priorities and meeting deadlines



APPLYING

What you'll get

- A varied and meaningful role at the heart of the organisation
- The chance to own and shape our campus in ways that really matter
- Opportunities to grow and develop as you become embedded into the role
- A collaborative and creative working environment
- A role based in beautiful and historic buildings which have been modernised and have genuine character
- Default pension and benefits (4% employers contribution, 4% employee), with an option to increase contributions based on earnings.

Are you interested?

If you're someone who enjoys being hands-on, making an impact, and building towards something bigger, we'd love to hear from you.

How to Apply

You can download or request a hard copy of the details, and an application form related to this post from our website on the following link:

https://lipa.ac.uk/about-us/working-here/

CV's will not be accepted.

Should you have any questions about the application process or require reasonable adjustments for your application, please contact our Recruitment Team on recruit@lipa.ac.uk or 0151 330 3091.

Closing Date for Applications: Friday 18 December 2026

Interview Date: Thursday14 January 2027

Our Commitment to Equal Opportunities

As an equal opportunity's employer, LIPA is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

Appointments will always be made on merit.

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