



The Lost  
Estate

# HEAD OF PRODUCTION

Candidate brief

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Applications close 5pm Monday April 22nd

[www.thelostestate.com](http://www.thelostestate.com)



*“He began to chase the great pierrot through the corridors, as though in the wings of a theatre whose performance had spilled off the stage...”*

**FROM 'THE LOST ESTATE'**

A NOVEL BY ALAIN-FOURNIER





# FROM THE FOUNDERS

Welcome to The Lost Estate.

**Our mission** is to transform the greatest stories ever told into fantastical, escapist, shared experiences filled with story-driven hospitality. We do this because we believe that great art, in the right place, at the right time, has the power to transform lives.

Our company is built on **three fundamental pillars: Great culture. Great systems. Great Finance.** It's important you share that mindset, because those pillars influence the way we work and make decisions, and we constantly **strive to improve** them to make things better as we continue to build the business.

We founded The Lost Estate following careers as professional classical musicians, and the company has grown from modest, homespun pop-ups to becoming the UK's leading immersive theatre and hospitality producer.

Our teams are essential to that success because they make the new and extraordinary worlds we dream up for our audiences a reality. We're proud to work with some of the **best talent in the industry**, and hope this can be an aspirational place, where you can also dream big and do your best work with inspiring and supportive colleagues.

Thank you for your interest in the role - we're excited to think that you could join us on the next phase of the company's journey.

**Will Kunhardt, Rowan Bell and Eddy Hackett**

Co-founders of The Lost Estate

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# ABOUT THE LOST ESTATE

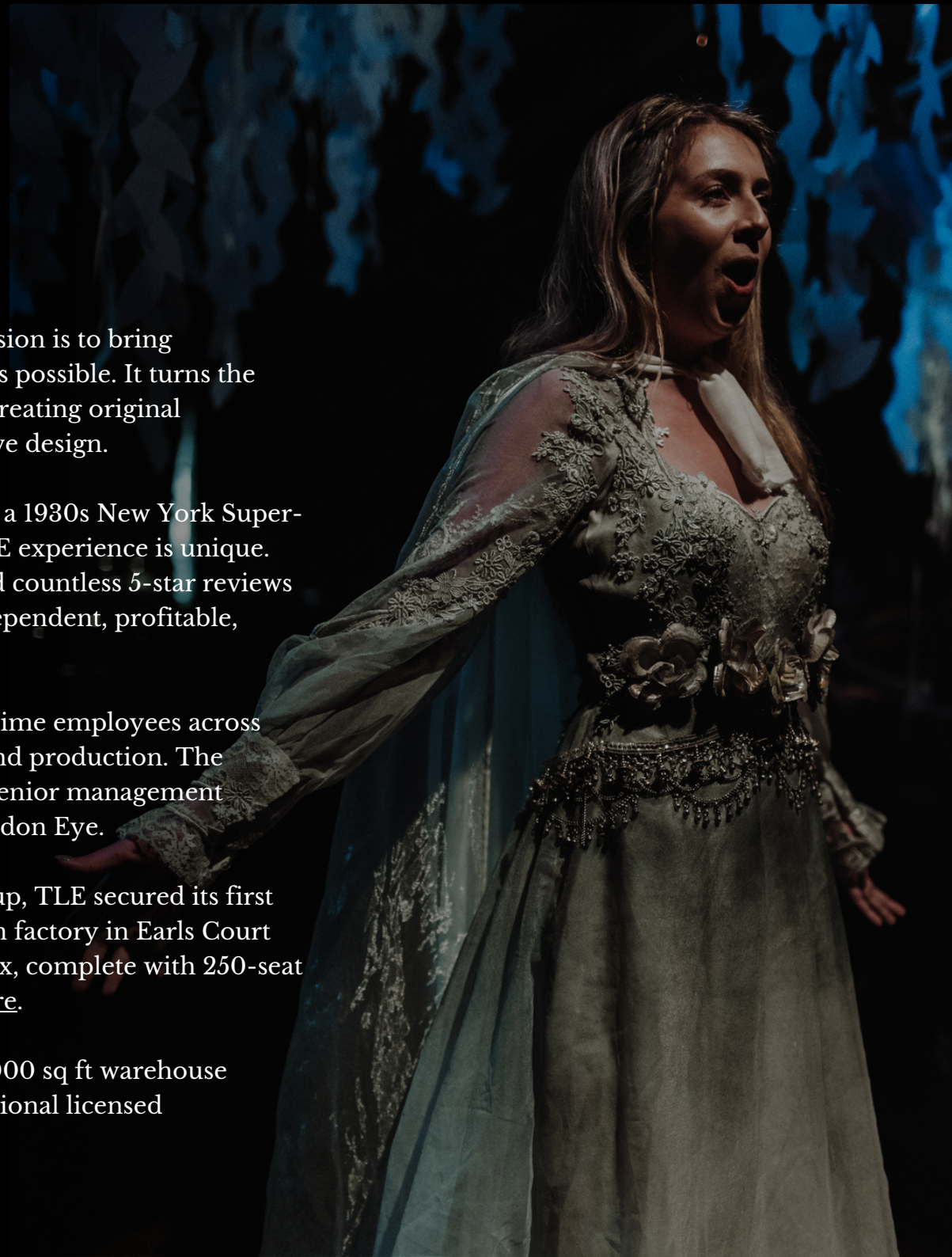
The Lost Estate is London's **master experience maker**. Our mission is to bring extraordinary art and hospitality to as broad a range of people as possible. It turns the stories of great art into groundbreaking shared experiences by creating original productions filled with theatre, music, hospitality, and immersive design.

From the legend of Swan Lake (The Great Masked Ball, 2018) to a 1930s New York Super-Speakeasy (The Greatest Night Of The Jazz Age, 2023), each TLE experience is unique. With **130,000+** guests served across 12 sold-out experiences, and countless 5-star reviews earned, TLE stands alone within the cultural landscape - an independent, profitable, artist-led Scale-Up.

A **founder-led** company, TLE has built its workforce to 28 full-time employees across management, marketing, hospitality, box office/sales, finance and production. The company is run by MD **Justine Shepherd**, who has a wealth of senior management experience at Wembley Stadium, Ascot Racecourse and the London Eye.

**You're joining us at a key moment.** After many years as a pop-up, TLE secured its first permanent premises in 2022 - a 30,000 sq ft former mannequin factory in Earls Court which has been transformed into an arts and hospitality complex, complete with 250-seat immersive theatre at its heart. You can read more about that [here](#).

The company will open its **second site** in Peckham in 2024, a 5000 sq ft warehouse which will house a new permanent concept, and launch international licensed productions in the USA and China.





# THE LOST LOVE

## THE LOST LOVE SPEAKEASY

A Lost Estate Experience

"THE CULTURAL AND CULINARY  
EXPERIENCE YOU CAN'T MISS."





# JOB OVERVIEW

The Head of Productions is responsible for the **planning, management and delivery of all live and future TLE productions**. You'll be central to the safe, timely and on-budget execution of our work, from first creative meet through to closing night, and then ensuring our productions are maintained across their run.

This is a **full-time role** at the heart of the company, working closely alongside our Executive Producer, Managing Director, Junior Producer, FM Technician, and freelance personnel (including creatives, stage management, technical crew and performers) to deliver our bold and ambitious creative vision.

We are looking for an individual with considerable **experience in theatrical and/or event production management**, working on complex and large-scale productions in both site-specific and traditional performance environments. Ideally, you'll also have had experience on the initial contractor fit up of site-specific venues for immersive productions (such as warehouses or churches or shell and core sites).

You will have excellent **technical theatre and/or event production** knowledge and be able to apply that knowledge creatively to solve problems effectively. You're a natural and effective leader of our production, technical and running teams, and inspiring collaborator to all.





# THE GREATEST NIGHT OF THE JAZZ AGE

A Lost Estate Experience

"ENTERTAINMENT  
HEAVYWEIGHTS"

Evening  Standard

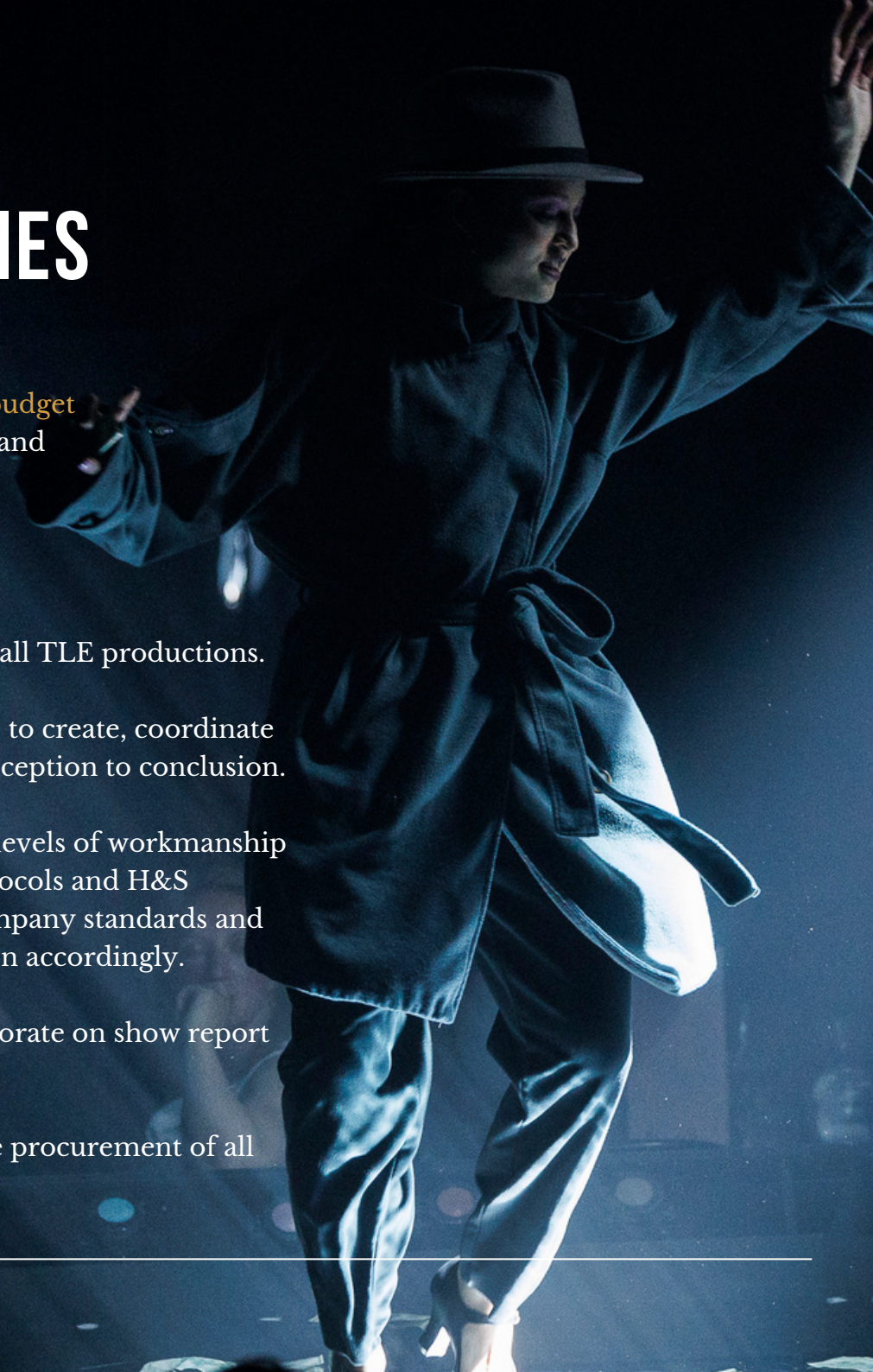


# KEY DUTIES AND RESPONSIBILITIES

You will be responsible and accountable for all **people, planning, processes, budget management H&S and delivery** of the production department on TLE's live and future experiences.

## PRODUCTION MANAGEMENT

- Lead our technical and production teams in the planning and delivery of all TLE productions.
- Work with our full-time, creative, technical and stage management teams to create, coordinate and manage all TLE production timelines, schedules and budgets from inception to conclusion.
- Lead and oversee all TLE production fit-ups and get-outs, ensuring high levels of workmanship and safety. Ensure that all designs are delivered to the relevant CDM protocols and H&S requirements as set out in 'the yellow book', relevant UK law, internal company standards and HSE guidelines. You will undertake regular H&S training and accreditation accordingly.
- Draft all TLE production risk assessments, pre-show checklists and collaborate on show report documentation.
- Collaborate with our creative, technical and production teams to lead the procurement of all required production assets, hires and consumables.





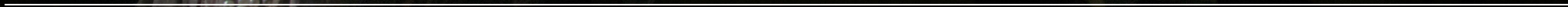


# KEY DUTIES AND RESPONSIBILITIES

- Problem solve creatively, effectively and efficiently to deliver the creative vision of our productions.
- Work alongside TLE's FM Technician, Junior Producer and freelance running teams on resolving reactive production issues from live TLE productions (as communicated through show reports, personal checks and customer/team feedback).
- Work alongside TLE's FM Technician, Junior Producer and freelance running teams on planned preventative maintenance schedules to ensure the continued smooth-running of TLE productions.

## TALENT AQUISITION AND MANAGEMENT

- Work alongside TLE's People Manager and Junior Producer on the recruitment process for all creative, technical production and stage management teams, including:
  - Identifying required roles within the production dept
  - Helping to draft job specs
  - Choosing candidates for interview selection, offering roles, and overseeing probation periods (where required).
- Line managing our creative, technical, production and performance teams, including:
  - Performers, such as actors, dancers and musicians (in collaboration with TLE's Junior Producer)
  - Stage management and technical operations teams (in collaboration with TLE's Junior Producer)
  - Design, fit-up and technical production teams, such as design teams, production managers, production electricians and crew





# KEY DUTIES AND RESPONSIBILITIES

- Contributing and adhering to TLE's company culture, to make this a place where great people do their best work.
- Building the best 'black book' of creative, technical and production contacts in the industry, through a constant drive to showcase our work to incredible emerging and established talent.
  - You'll plan and execute a comprehensive talent outreach programme which includes regularly meeting with and inviting guests to our productions, connecting via socials/email/phone, maintaining and developing TLE's talent databases and generally being immersed in the theatre/live events/music/dance/technical production wheelhouse.

## COMPANY DEVELOPMENT

- Working with TLE's Directors to constantly improve the machine of our production processes through written manuals, use of technology, automation and interpersonal collaboration, particularly focusing on H&S policies and procedures.
- Advising on all venue procurement, including technical design and operational planning.
- Working with external producers to advise on, build out and develop our international licensing programme.
- Participate in TLE's Heads of Department working group to holistically develop our work across the whole company.





**THE GREAT MURDER MYSTERY**  
A Lost Estate Experience

“AN UNMISSABLE  
EXPERIENCE.”

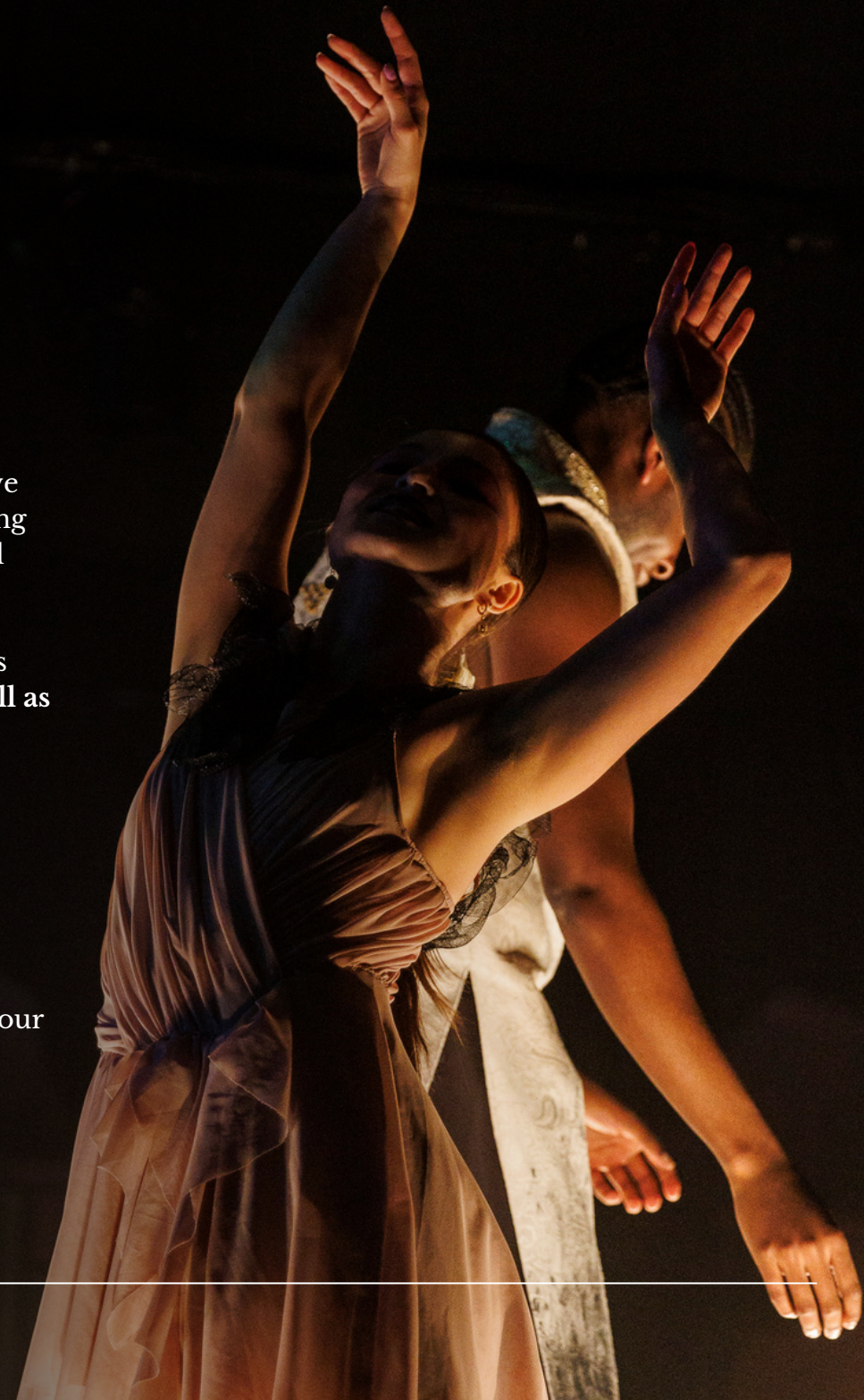
TimeOut



# ROLE REQUIREMENTS

## ESSENTIAL

- A proven track record production managing major theatrical and immersive experiences and/or live events. This will have included production managing complex, inter-departmental productions in site-specific or non-traditional performance environments.
- Great knowledge of key project management skills and principles, as well as experience in project management software such as **Notion or Asana** as well as CAD software such as Sketch-Up and Vectorworks.
- Strong technical theatre literacy, able to understand the various technical requirements of LX, SD, design and production departments.
- Problem solving. This is an area that you thrive in, and that gives you great energy (not a source of stress!).
- Great leadership skills. You're a natural leader and inspire others through your work.
- Excellent knowledge and application of H&S principles, processes and procedures, to ensure TLE's productions and venues meet all relevant guidelines and standards.

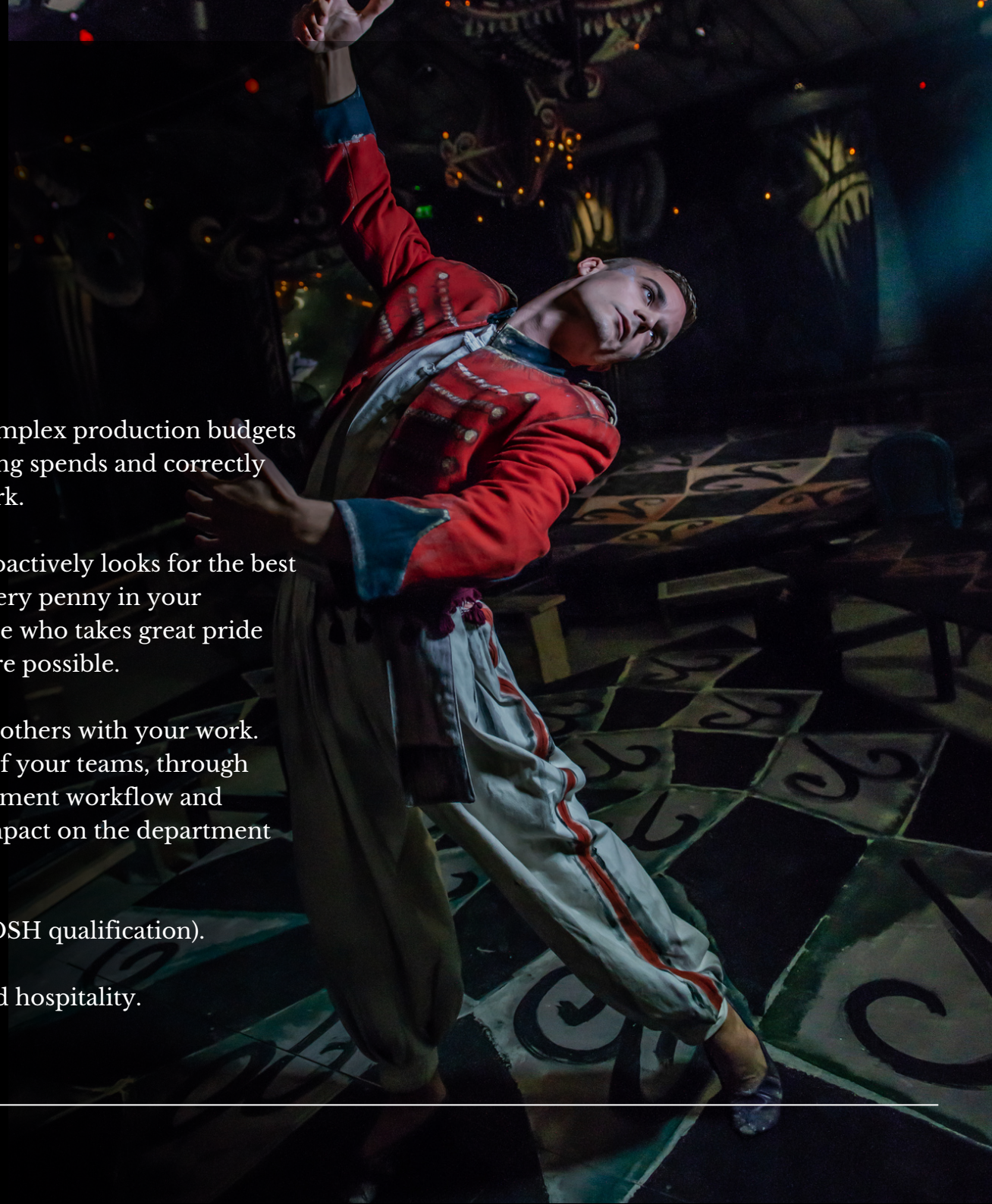




# ROLE REQUIREMENTS

## ESSENTIAL

- An excellent ability to forecast, create and manage complex production budgets by accurately identifying and forecasting costs, tracking spends and correctly reporting invoices and other corresponding paperwork.
- The ability to control costs. You are someone who proactively looks for the best deal from our suppliers and external labour force. Every penny in your production budget matters to you and you're someone who takes great pride and pleasure in aiming to come in under budget where possible.
- You are a natural and effective team leader, inspiring others with your work. You have an aptitude in improving the productivity of your teams, through clarity of communications, organisation of the department workflow and mentoring/coaching individuals to maximise their impact on the department and company.
- IOSH Managing Safely qualification (or similar NEBOSH qualification).
- A passion for, and excellent knowledge of, the arts and hospitality.





# ROLE REQUIREMENTS

## DESIRABLE:

- First Aid and/or Fire Marshall trained
- Prince2 (or other project management accreditation).
- A bachelor's degree in technical theatre, stage/event management (or similar qualification)
- Excellent competency in a key technical theatre skill such as design fabrication (eg. carpentry or scenic arts), production electrics or production audio
- General competency in a broad range of technical theatre skills (including any/similar to the above)





# IN NIGHT'S DARKLING GLORY

A Lost Estate Experience

"HAS TO GO DOWN AS ONE OF THE BEST NIGHTS EVER."

*"The venue was perfect and the whole "prohibition secret vibe" really well delivered. I cannot wait until I hear when the next show is. It really shouldn't be missed."*

LIZ REECE ★★★★★ GOOGLE



# DATES, PAY AND BENEFITS

- **Full Time Position** commencing ASAP
- **Salary:** £50,000 - £65,000 depending on experience and qualifications
- **Hours:** 40-45hrs/week, depending on our production schedule, with evenings, weekends and occasional overnight shifts required around intense production periods.
- **Holidays:** 30 days annual leave, including public holidays.
- **Probation period:** 6 months
- **Benefits including:**
  - Company pension scheme
  - Annual salary review
  - Career development opportunities
  - Free tickets to The Lost Estate shows (subject to availability)
  - Staff discount on drinks at The Lost Estate shows







**THE GREAT CHRISTMAS FEAST**  
A Lost Estate Experience

"WOW, JUST WOW"

*"This was our first time attending one of these performances & we didn't quite know what to expect. Oh my goodness - we were blown away. Such a different, immersive, brilliantly performed show. We loved the way that we felt part of the performance & how the (fantastic) meal was woven into the story. Brilliant !!"*

DONNA ★★★★★ TRIPADVISOR



# HOW TO APPLY

To apply for the role, please send a CV and a short cover letter (setting out how your experience and skill set matches the role requirements) to:

[hr@thelostestate.com](mailto:hr@thelostestate.com)

(please mark the subject line 'Head of Productions Vacancy')

Closing date: 5pm Monday April 22nd

The Lost Estate is committed to being an equal opportunities employer. We welcome applications from all, particularly those who are underrepresented in our sector.

*Please note: The Lost Estate has a responsibility to ensure that all employees are eligible to live and work in the UK. If you are made an offer of employment, this will be subject to us verifying that you are eligible to work in the UK.*

