We're hiring: Operations Coordinator

Permanent · 4 days a week · £26,000 to £30,000 depending on experience · Starts 1 March 2027 · Bethnal Green studio

ABOUT CHEWBOY

ChewBoy is a film production company for the arts, theatre, comedy and institutional clients. We started in 2018 as a theatre company, and we still think like one: we film live performance, comedy specials, campaigns and documentaries for partners including the Pleasance, Underbelly, Paines Plough and UCL. We're a core team of around eight, with a pool of more than 30 freelancers, and 2027 is the year we rebuild how we work, with new systems, a new website and a studio services offer.

The role

You'll run the logistics behind every ChewBoy job, so each shoot is set up, crewed and confirmed on time. You'll be the first point of contact for new enquiries, lead our simplest bookings from start to finish, and keep our studio diary running. You'll report to our Head of Operations & Projects and work closely with our Kit & Crew Manager and the project lead on each job.

It's a new role, joining as we switch to a new way of working, so you'll help shape it. There's real room to grow for the right person.

What you'll do

Enquiries and bookings

- Manage our main inbox, routing enquiries to the right person and answering everyday client questions.
- Run our more straightforward projects from enquiry to booking, including quoting.

Every job, set up properly

- Set up confirmed jobs: calendars, folders, onboarding forms and agreements.
- Book freelance crew, send confirmations to crew and clients, and send the crew brief once details are locked.
- Spot missing details early, chase them, and organise parking, transport and accommodation.

Systems and the studio

- Keep our operations pipeline up to date in Copper, our CRM.

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Operations Coordinator

- Manage studio bookings, minute our Monday team meeting, and carry out shoot risk assessments.
- Support freelancer progression meetings and team socials, and run logistics for our Edinburgh Fringe work.

People

- Line manage our Company Assistant.

What you'll bring

Essential

- Experience coordinating jobs, bookings or logistics, in production, events, theatre or a similar fast-moving setting.
- Very strong organisation: you keep calendars, inboxes and details in order without being chased.
- Clear, friendly written communication with clients and freelancers.
- Calm judgement when plans change at the last minute.
- Confidence with Google Workspace and willingness to learn new systems.

Nice to have

- Experience with a CRM (we use Copper).
- Knowledge of filming kit, crews or live performance.
- Experience writing risk assessments.
- Experience working at festival scale, such as the Edinburgh Fringe.

The details

Contract	Permanent, with a 3-month probation
Hours	4 days a week: Monday, Tuesday, Thursday & Friday
Salary	£26,000 to £30,000, depending on experience
Start date	1 March 2027, with a handover through March and April
Location	ChewBoy Productions Studio, Bethnal Green: in person, with the option of hybrid working
Holiday	22 days
Reports to	Head of Operations & Projects

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How to apply

Fill in our job application form at www.chewboyproductions.com/join-the-team by Sunday 13 December 2026.

We'll shortlist before Christmas and hold interviews in the first two weeks of January 2027.

We welcome applications from everyone, and particularly from people who are under-represented in film and the arts, including disabled, Black, Asian and minority ethnic, and working-class candidates. If you need any adjustments to apply or interview, or would like this advert in another format, just tell us.