



New Vic Theatre
Assistant Director
Job Pack

Hello

Thank you for expressing your interest in post of **Assistant Director**.

This is a rare opportunity to spend a year in residence at a busy building based theatre, supporting our productions at home and (if applicable) on tour at the same time as gaining experience of regional producing theatre.

In brief: the New Vic

The New Vic is a mid-scale theatre, with 600 seats in our in-the-round auditorium. We produce seven in-house shows each year, maintaining full craft and production departments, and collaborate with other theatres across the country. Our three outreach departments are dedicated: to education; to those at risk or marginalisation; and to increasing engagement with the arts. We are based in Newcastle-under-Lyme in North Staffordshire, serving the city of Stoke-on-Trent.

In brief: the role

This is an opportunity to be part of a busy producing theatre for one year, supporting our Circus Past, Present and Future programme and one of our 'legendary' Christmas productions. It's a career progression opportunity which is ideal for a director looking to gain experience of working within a complex organisation.

In brief: recruitment process

Please complete the application form and return it to recruitment@newvictheatre.org.uk using the subject line Assistant Director Post.

If as part of your scoping process you'd like to visit the theatre to see our work, Martin Hayward or Amy Gallagher will organise two comps for any performance, subject to availability.

Thanks for your interest in the New Vic.

Yours sincerely,



Theresa Heskins
Artistic Director

NEW VIC THEATRE

*Our mission is to make excellent theatre in the round and
be a force for positive change in our region.*

Our vision is of a theatre which:

- Makes distinctive theatre in distinctive spaces
- Increases engagement with the arts, especially among young people
- Nurtures artists and the artform
- Showcases Staffordshire and Stoke-on-Trent as places where creativity and excellence thrive
- Inspires local pride, making this a better place to live, work and do business
- Works in partnership with Arts Council England and Local Authorities to make investment go further and achieve more

The New Vic is a 600 seater theatre in the round. One of the country's most successful producing theatres and a key part of the region's cultural life, we engage 150,000 people each year. We deliver a programme of international-class work made with local audiences in mind, complemented by an award-winning community programme, and education work which alone reaches around 25,000 people of all ages per year. Built in 1986 as Europe's first purpose-built theatre-in-the-round, the theatre has a special role to play in the architectural heritage of theatre development. We recognise our responsibility to provide tangible returns for the public investment we receive, and therefore seek through all our work to help make the local community a better, safer and more inspiring place to live and work.

We explore new and exciting theatre through a continued programme of investment in artistic development. Our busy programme includes both award-winning, in-house work and touring productions.

Theatre-in-the-round is a democratic ideology, it radiates through all our work ensuring that the local communities of Staffordshire and Stoke-on-Trent have a sense of ownership and engage with the theatre at every level. As one of only a few local arts organisations, our award-winning New Vic Borderlines, and New Vic Education ensure we are key to the cultural life of the region. Alongside this the theatre leads, Appetite, an Arts Council England Creative People & Places programme, to engage more people in Stoke-on-Trent in the arts. We are committed to increasing aspirations, empowering communities to tackle complex social issues and making a real difference in an area that experiences serious deprivation.

Other recent achievements include becoming the first building based theatre company outside London to become a National Theatre Studio Affiliate; critical acclaim for our national touring productions of *Around the World in 80 Days*; the UK Theatre Award for Best Show for Children and Young People.

“standing ovation for this beautifully-executed magnificently preposterous romp”

★★★★★ The Independent on *Around the World in 80 Days*

“the first half is one of the most impressive hours I’ve spent in the theatre for months”

★★★★★ The Observer on *Dracula*

NEW VIC THEATRE

The New Vic operates thanks to a unique partnership between Arts Council England, Newcastle-under-Lyme Borough Council, Staffordshire County Council and Stoke-on-Trent City Council

THE POST

This year-long residency is to be part of the New Vic team, working alongside our artistic director and freelance directors to develop our programme at work, at the same time as gaining valuable experience of creating work in a regional producing theatre and on tour with commercial producers. You will develop new contacts, gain an understanding of creating work for regional audiences, develop your craft and develop a strong base from which to progress to the next stage of your career.

The residency begins on 25 June 2018: you'll find yourself straight into rehearsal for Astley's Astounding Adventures with directors Theresa Heskins and Vicki Amedume, alongside which our current Assistant Director Ellie Taylor will lead an induction.

During the summer you'll work on recruiting young people to our Christmas production, and in October you'll begin rehearsals on this show with director Peter Leslie Wild. You'll have responsibility for rehearsing in the large cast of young people and for understudy rehearsals, then maintaining the show during its run at the New Vic. Our Christmas production is seen by 1 in 10 local people over its 11 week run, so as you can imagine this is a major responsibility.

There will be an opportunity to assist on a further show in spring 2018, probably with our Associate Director Zoe Waterman, and then potentially a further show with Theresa Heskins which may tour.

Other duties will involve supporting the Artistic Director; script reading; working with outreach departments; creating visual storyboards and directing relaxed performances of relevant shows; liaising with our partners.

Your last task will be to hand over to your successor.

The post ends on 28 June 2019.

This post constitutes a valuable training opportunity, similar to a year's residency on the RTYDS scheme. However, the primary purpose of the role is to facilitate the New Vic's work, so you should only apply if you feel you can dedicate yourself to this theatre and our audiences for the period of one year.

The post has been made possible through the generous support of the John Ellerman Foundation.

ASSISTANT DIRECTOR JOB DESCRIPTION

Based at the New Vic Theatre, Newcastle-under-Lyme, plus partner and touring venues

Reports to: Artistic Director

Our New Vic Assistant Director will ensure that the produced work of the New Vic Theatre is seen at its best by all audiences at home and on tour. This role offers career development and the successful candidate will commit to a programme of professional development during the period of employment, taking advantage of the opportunities within the New Vic to enhance their knowledge and experience, alongside learning from connections with the wider theatre industry.

The aims of the post are to i) develop the skills base of theatre directors able to work in-the-round at the medium scale and ii) increase the national footprint of 'Made at the Vic' productions, with the view of creating a sustainable touring schedule, making advantageous partnerships and reaching new audiences.

This is a challenging and exciting role that is unusual in that it requires the development of additional skills and ingenuity to ensure that the strengths we have in producing in-the-round can be successfully transferred to in-the-round and non in-the-round venues alike.

The post is funded with the support of the John Ellerman Foundation and we will require all post holders to make regular reports on activities and progress in the role, to share learning and communicate successes.

It is also a requirement of the post to share experiences both within the New Vic and with our partners. The post holder will work with New Vic colleagues to do this by:

- Holding Assistant Director masterclasses with youth theatre members – developing interests in directing
- Supporting New Vic Artistic Director, Theresa Heskins, to feed learning back into the national Regional Theatre Young Director programme
- Contributing to case studies for Culture Hive, sharing what we've learnt about touring work developed in-the-round
- Bringing back learning about artistic experiences outside of the New Vic to share with the theatre's work force

As Assistant Director, you will be responsible for:

- Assisting the Director as required
- Recruiting, managing and directing any community cast as required
- Liaising with craft and production departments at home and on tour
- Maintaining the quality of the production throughout the run at home and on tour
- Helping to create and extend long term touring opportunities for the New Vic and managing this process, with a view to long-term sustainability

SCHEDULE OF EXPECTED DELIVERY/OUTPUTS

The Assistant Director will:

Assist the director in the rehearsal room, including:

- Supporting rehearsals
- Conducting research
- Supervising rehearsal, when required
- Attending production meetings
- Overseeing touring logistics especially in terms of creative considerations

The Assistant Director will maintain the quality of the productions both at home and on tour by:

- Watching the show at regular, pre-agreed intervals
- Noting the actors as necessary
- Updating the director
- Liaising with the Company Manager
- Taking responsibility for initiating and delivering relaxed performances of productions as necessary
- Rehearsing in understudies

Lead any community companies, including:

- Recruitment
- Liaison with group leaders
- Planning and leading pre rehearsals
- Introducing community company members to the building/s
- Supervising community company rehearsals
- Liaising with the administration and education departments
- Supervising warm ups
- Liaising with the Company Manager
- Liaising with partner venues

Maintain the quality of the production on tour, including:

- Co-ordinating with other New Vic departments to ensure all technical, logistic and creative considerations of a tour are met
- Representing the New Vic in other theatres
- Supporting the director during technical rehearsal, and taking responsibility for elements of technical rehearsals if required
- Liaising with craft and production departments

NEW VIC THEATRE

Support artistic development and education and community activities including:

- Script reading and reporting
- Working with our Education and Borderlines departments
- Research and development for future New Vic productions
- Maintain and develop New Vic partnerships with theatres and other cultural organisations
- Create new opportunities for partnerships, touring opportunities and reaching new audiences both nationally and internationally

Commit to professional development and share learning internally and externally including:

- Make quarterly reports on progress and activities
- Take part in training and professional development activities, as required

As with all New Vic employees the Assistant Director will:

- Abide by all New Vic policies and procedures
- Be a positive advocate for the New Vic
- Undertake any other duties as may reasonably be requested by the Artistic Director or other relevant member of staff (e.g. Managing Director, Visiting Freelance Director etc)

PERSON SPECIFICATION

Essential skills and attributes:

- Experience of directing
- Experience of working with professional casts
- Experience of assistant directing in a similar organisation
- A desire to build a career as a director
- An interest in regional theatre

Desirable skills and attributes:

- Experience of working in a producing theatre organisation
- Experience of working on relaxed performances
- An interest in audiences
- An interest in theatre in the round
- An interest in the New Vic

OUTLINE TERMS AND CONDITIONS INFORMATION

Contract

The post of Assistant Director is offered on a fixed term basis from 25 June 2018 to 28 June 2019.

This post is part of a rolling programme of Assistant Director fixed term opportunities at the New Vic funded by the John Ellerman Foundation. This funding is dependent on a specific programme of opportunities over the 3 year period and therefore the contract will not be extended past 28 June 2019.

Salary

The salary for the post is £23,021 per annum. The salary is paid monthly by credit transfer.

This salary is based on the UK Theatre/ Equity Theatre Directors current agreement rate which is agreed until 1 April 2018. Any future rates agreed by UK Theatre and Equity will be applied.

Hours of Work

The post's normal hours are 43 per week to be worked flexibly in agreement with your Manager.

Core hours are Monday to Friday 10am to 4pm. Hours are to be worked flexibly on the understanding that the delivery of projects will require evening and weekend working. All New Vic employees are expected to work some evenings and weekends if required. In certain circumstances, we may ask you to work on Bank Holidays. You will be expected to work on Christmas Eve, Boxing Day and New Year's day and on Sundays when the performance schedule requires.

Any hours in addition to your normal hours are to be agreed in advance with your manager.

Where the number of hours worked in any 4 week period exceeds the contractual hours then time off in lieu at single time will be given. Overtime is not applicable to this post.

Your meal break is unpaid and will normally be 30 minutes or one hour.

Holiday Entitlement

The holiday entitlement for this post is 28 days per annum including bank holidays. This is based on the statutory equivalent of 4 weeks, plus 8 days bank holidays per annum (5.6 weeks).

The holiday year runs from 1 April to 31 March

Probationary & Notice Period

The probationary period for this post is 3 months.

The notice period during the probationary period is 2 weeks. Following successful completion of probationary period the notice period is 8 weeks.

Relocation Allowance

A subsistence payment equal to the current Equity rate is payable for the first 13 weeks of this contract.

General

Office base: New Vic Theatre, Etruria Road, Newcastle-under-Lyme, ST5 0JG

All eligible staff are automatically opted in for the New Vic's basic pension scheme under auto enrolment legislation.

All offers of employment are subject to the candidate being able to provide suitable proof of their eligibility to work in the UK, satisfactory references and medical declaration.

HOW TO APPLY

Thank you for expressing an interest in the position of Assistant Director.

Closing date for applications – Monday 26 March 2018 at 12 noon.

First round interviews will be held on:

- **Monday 23 and Tuesday 24 April 2018 at the New Vic Theatre.**

Please let us know if you are not able to make either of these dates.

The New Vic aims to attract, develop and retain the best talent for all roles and will always appoint based on merit. We consider that diversity is good for the art we make, good for artists, good for audiences, and good for the cultural sector. We welcome applications from all sections of the community, particular applicants with a disability and those from an Black Asian minority ethnic (BAME) background as currently these groups under represented across our entire workforce.

In accordance with good equal opportunities practice, section 1 and the equal opportunities monitoring form will be separated before shortlisting. Please ensure that all questions on the application and equal opportunities monitoring form are fully completed. The shortlisting panel will make their decisions based solely on Section 2, without access to any personal information.

Ensure that your application contains details of relevant experience and the qualities you believe you could bring to the position. If you submit a CV, pre-prepared references or covering letters these will not be used during short listing.

Please return your application form and equal opportunities form by post to me at New Vic Theatre, Etruria Road, Newcastle-under-Lyme, Staffordshire, ST5 0JG or by email to recruitment@newvictheatre.org.uk. Shortlisted candidates that have emailed their application to us will be asked to sign their application form at their interview.

To find out more about the New Vic Theatre visit our website www.newvictheatre.org.uk. If you have any queries regarding the vacancy please email recruitment@newvictheatre.org.uk or call 01782 381371.

With thanks for your interest.

Yours sincerely



Tracey Wainwright, Administration Manager