

November 2015

Hello,

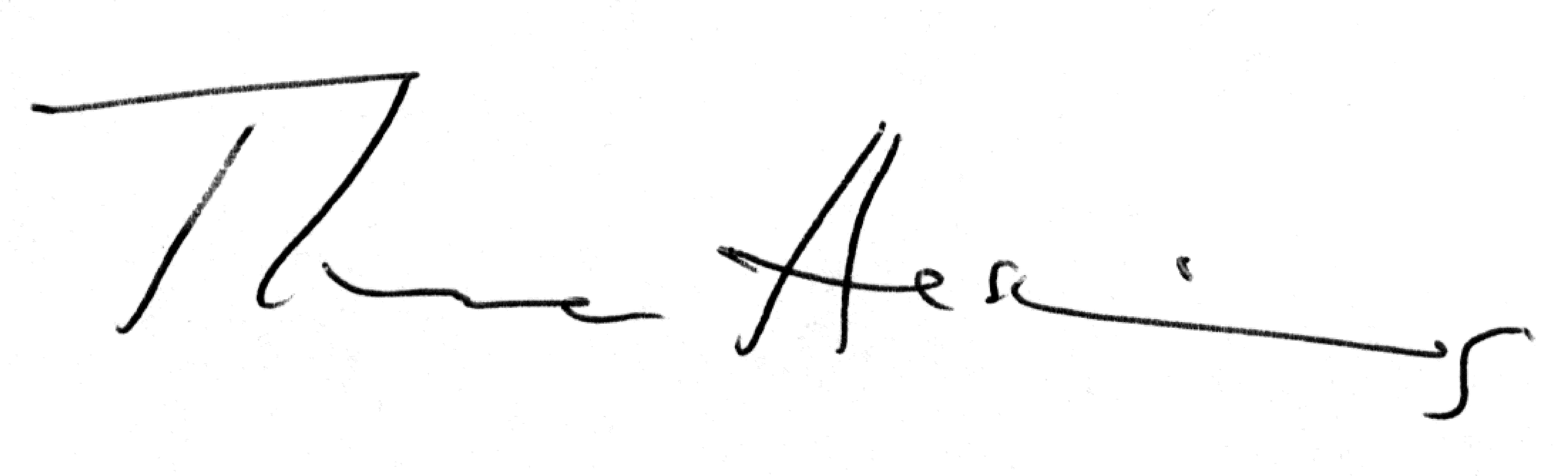
**Assistant Director, Kiss Me Quickstep**

I hope this pack will give you some insight into the New Vic and this production and leave you keen to be a part of it.

If you’d like to be considered for the role, please make your submission by 10am on Monday 7th Dec 2015 to [recruitment@newvictheatre.org.uk](mailto:recruitment@newvictheatre.org.uk). Please title your email *Kiss Me Quickstep*– Assistant Director.

I hope to meet up with shortlisted candidates in London or here at the New Vic on the 17th or 18th December. Please state whether you are available those days, and where you’d prefer to meet if you’re selected for interview.

Thanks for your interest in us,



**Theresa Heskins  
Artistic Director**

Tel (01782) Admin 717954 Fax 712885 Box Office 717962 [www.newvictheatre.org.uk](http://www.newvictheatre.org.uk)  
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Stoke-on-Trent and North Staffordshire Theatre Trust Ltd. Registered Office at Etruria Road Reg Number 911924 England Charity Reg No 253242.  
The New Vic operates thanks to a unique partnership between Arts Council England, West Midlands, Staffordshire County Council, Newcastle-under-Lyme Borough Council and Stoke-on-Trent City Council

**KISS ME QUICKSTEP**

**by Amanda Whittington**

A New play from the writer of *The Thrill of Love* and the hugely popular *Be My Baby*. It looks at the real lives behind the fixed smiles and fake tan of the world of ballroom dance.

Justin and Jodie have finally made it to Blackpool’s national championships – via the motorway hard shoulder. Luka’s come all the way from Russia. Nancy’s been training since she was three. Lee and Samantha arrive on a wave of success.

But what if your dance-floor dreams are turning into a nightmare? How do you stop dancing to other people’s tunes? What can you do if your partner’s secret could cost you your crown? And, even when the whole world’s at your feet, it only takes one false step…

Amanda Whittington is one of the country’s most successful playwrights. There is rarely a night of the year when one of her plays isn’t being performed somewhere in the world. They include *Be My Baby*, *Ladies Day*, *Ladies Down Under* and *Satin and Stee*l. Last year *My Judy Garland Life* and *Amateur Girl* were presented as a double bill by Nottingham Playhouse; the year before our production of the Thrill of Love transferred to London’s St James’ Theatre. During drinks to celebrate its success Amanda and I got talking about our mutual love of Strictly Come Dancing, and that was the start of *Kiss Me Quickstep*.

For the production at the New Vic we’ll be joined by up to thirty young people from a local dance school, and additional community company dancers in Oldham and Scarborough, who will help us to create the sense of these seven lives being caught up in a huge event.

The production is a co-production with Oldham Coliseum Theatre.

**Production Dates:**

Rehearsals start 1 February 2015

Tech week w/c 29 February 2015

First performance 4 March 2015

Press night Tues 8 March 2015

New Vic run 4 - 19 March 2015

Stephen Joseph Theatre, Scarborough run 28 March – 2 April 2015

Oldham Coliseum run 11 -30 April 2015

Last performance30 April 2015

*W/c 21 March 2015 - to be confirmed W/c 4 April - to be confirmed*

*In addition there will be a number of sessions in Newcastle-under-Lyme for community cast rehearsals at the local dance school.*

**Company**: New Vic Theatre & Oldham Coliseum Theatre

**Producer**: New Vic Theatre & Oldham Coliseum Theatre

**Base location**: Newcastle-under-Lyme in Staffordshire

**CREATIVE TEAM**

Writer Amanda Whittington

Director Theresa Heskins

Designer Dawn Allsop

Choreographer Bev Edmunds

Lighting Designer Danni Beattie

Sound Designer James Earls-Davis

Casting Associate Anji Carroll

**Assistant Director**

Primarily this role is about ensuring the work is seen at its best by all audiences at home and afield. This role is not primarily a training role, although we hope that the successful candidate will develop professionally during the period of work and will take advantage of the opportunities within the New Vic to enhance their knowledge and experience.

**As Assistant Director, you will be responsible for:**

* Assisting the Director as required
* Recruiting, managing and directing the community casts
* Liaising with craft and production departments at home and on tour
* Maintaining the quality of the production throughout the run

**Person Specification**

**Essential skills and experience**

* Experience of assistant directing professional actors
* Experience of directing non-professional community members
* Experience of working within educational settings
* Experience of working within a professional producing theatre

**The following are desirable:**

* A directing qualification
* An interest in regional theatre

**Schedule of Expected Delivery/Outputs**

**The Assistant Director will:**

Assist the director in the rehearsal room, including:

* Supporting rehearsals as required
* Conducting research as required
* Supervising rehearsal as required
* Attending production meetings

During the run, the assistant director will maintain the quality of the production by:

* Watching the show at least twice each week
* Noting the actors as necessary
* Updating the director
* Liaising with the Company Manager
* Being in the building ninety minutes before each performance

Lead the community companies, including:

* Recruitment
* Liaison with group leaders
* Planning and leading pre rehearsals
* Introducing the Companies to the buildings
* Supervising 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:

* 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

Take on any other additional duties related to other New Vic activities as required, which may include:

* Script reading and reporting
* Working with the Education Department or the Borderlines Department
* Research and development for future New Vic productions

**Contract details**

This is an *exclusive* contract from 1 February - 30 April 2016.

In addition to the exclusive period, you will be required to attend pre rehearsal sessions to work with the community cast in Newcastle-under-Lyme. The dates are still to be decided but are likely to be Thursday 14, 21 and 28 January 2016 – exact times to be confirmed. There will be additional community cast rehearsals for the other venues, however this will be within the fixed exclusivity period.

Weeks commencing 21 March and 4 April are still to be confirmed on the touring schedule but at this stage are most likely to be holiday or rehearsal weeks.

Any commitments to undertake outside freelance engagements during the exclusive period is only by mutual agreement with the Artistic Director, Theresa Heskins.

The post is based at the New Vic in Newcastle-under-Lyme in North Staffordshire and then on tour.

You will be paid at the UK Theatre/Equity Assistant Directors rate of £425.52 per week during the rehearsal and performance period. Any pre-rehearsal days (e.g. for community company work in January) will be paid pro-rata the weekly rate (£70.92 per day)

In addition you will be paid subsistence or touring allowance at the UK Theatre Subs repertory rate where required. Current relocation rates for substance is £154 per week and will be paid for weeks at the New Vic. The current touring allowance rate is £216 per week.  The new subsistence and touring allowance rates agreed by Equity and UK Theatre effective from 4 April are yet to be published (but usually increase in line with RPI).  We will honour those rates once agreed from 4 April 2016 until the end of contract.

We will pay travel equivalent to second class rail fare as follows,

* Home to Newcastle-under-Lyme (Stoke)
* Newcastle-under-Lyme to home (holiday week)
* Home to Scarborough
* Scarborough to venue tbc or to New Vic/rehearsal location
* Venue/rehearsal location to Oldham
* Oldham to home address

You will be expected to relocate to the Newcastle-under-Lyme area from Monday 1 February 2016 to Saturday 19 March 2016. You will be expected to book your accommodation and travel on tour. We can offer assistance with this.

We will book your travel for the rehearsal visits in January.

This contract is made on the understanding that unless otherwise referred to, the conditions of the UK Theatre/Equity Agreement for Theatre Directors in the UK shall apply.

The average weekly commitment for delivery of services as Assistant Director across the contract is 43 hours per week. This includes evenings and weekends. The rehearsal and performance schedule includes most Saturdays.

**How to apply**

If you’re interested, please send us

* the attached application form
* our Equal Opportunities questionnaire

Submissions please by 10am on **Monday 7th December 2015** to [recruitment@newvictheatre.org.uk](mailto:recruitment@newvictheatre.org.uk). Please use the subject line ‘Kiss me Quickstep - Assistant Director’. Any queries, do call us on 01782 381371.

**Interviews**

I hope to meet up with shortlisted candidates both in London and at the New Vic, possibly 17 and 18 December. Please state your availability for these dates if it is limited, and your preference for meeting in London or Newcastle-under-Lyme.

**Application Form**

We receive many applications for roles such as this one, and are keen to make sure we deal with each of them fairly. Therefore, please address each aspect of the person specification as outlined in these details. You may cut and paste these questions into your own document.

Try to use no more than 120 words in each section. Feel free to use bullet points if necessary

**Information: outline your education and training**

**Essential skill: list or outline your experience of assistant** **directing professional actors (by which we mean actors who are being paid at Equity/UK Theatre rates or greater)**

**Essential skill: list or outline your experience of** **directing** **community cast members (by which we mean amateur performers of any kind)**

**Essential skill: list or outline your experience of working within educational settings**

**Essential skill: outline your experience of working within a professional producing theatre, (by which we mean a theatre which pays staff and freelancers according to union rates and charges for tickets)**

**Desirable skill: if you have a directing qualification, note it here**

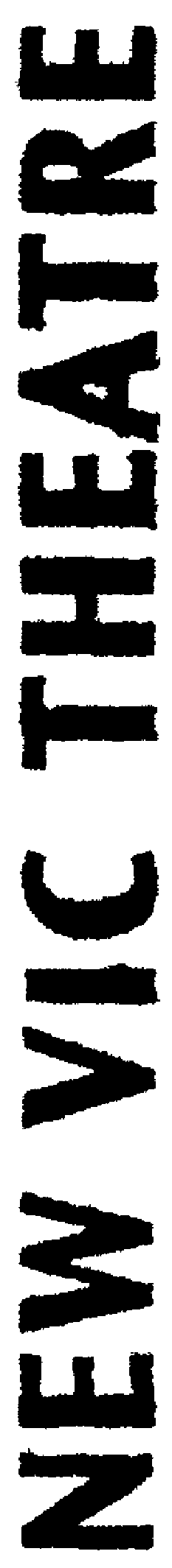
**Desirable skill: demonstrate your interest in regional theatre**

**Additional information: if you’ve directed theatre productions, outline them here**

**Additional information: if you want to tell us about your experience in other sectors or roles, do so here:**

**Additional information: this is an opportunity to mention anything you’d feel is relevant but haven’t had opportunity to include elsewhere**

**Please name two referees who will support your application (references will not be taken till after interviews)**

**The New Vic Theatre**

The New Vic is the regional producing theatre for Staffordshire and Stoke-on-Trent. Our mission is to make excellent theatre in the round, and to be a force for positive change in our area.

We were the first professional company in Britain dedicated to performing in the round, and our present home was the first purpose-built theatre-in-the-round in the whole of Europe.

With nine major productions a year, we present a varied and adventurous programme that includes contemporary drama, new commissions, innovative adaptations and accessible classics.

We make theatre in an area of significant social and economic disadvantage. Several of the areas we serve rank high in the government’s Indices of Multiple Deprivation; seven year olds here have the poorest literacy levels in the entire country. But this is also a creative area where culture is flourishing and plays an important role in the region’s heritage and future success. During a period when regional audiences declined by 13%, the New Vic’s audience grew by 18%. We recently transferred our first production to London; have just entered into a three year relationship with the RSC’s Learning and Performance Network; and have recently become an affiliate company of the National Theatre Studio. We are engaged in a major audience development programme which this summer saw an international festival of outdoor arts inspire non-arts attenders. Our mission expresses a commitment to inviting audiences and participants to explore ways of making and experiencing theatre that may be new to them. Our house style has a physical/visual approach; and the Vic has been producing verbatim documentary from the 1960s right up to a recent collaboration with Alecky Blythe.

We’ve developed extensive and award-winning community involvement with an Education Department working within the formal education sector and ground-breaking New Vic *Borderlines* working with the social sector, including a recent collaboration with the Home Office and Foreign and Commonwealth Office’s Joint Forced Marriage Taskforce.

The auditorium seats just under 600. We maintain set building, props and costume departments and have two rehearsal spaces on site. We have a staff of 95 FTE including freelance artists.

The company is funded by Arts Council, Newcastle-under-Lyme Borough Council, Staffordshire County Council and Stoke-on-Trent City Council.

***‘A theatre that is increasingly proving itself a significant player’* Lyn Gardner in The Guardian**