



New Vic Theatre Resident Assistant Director Recruitment Pack 2026

New Vic Theatre Resident Assistant Director

A rare opportunity to spend six months in residency at a busy building-based theatre, supporting one of the New Vic's 'legendary' Christmas productions whilst gaining experience of regional producing theatre.

In brief: the New Vic

The New Vic is a mid-scale theatre, seating 600 in our in-the-round auditorium. We produce seven in-house shows a year, maintaining full craft and production departments, and collaborate with other theatres across the country. Our three outreach departments are dedicated to education; social justice; and increasing engagement with the arts. Based in Newcastle-under-Lyme in Staffordshire we serve our Borough, the city of Stoke-on-Trent and the wider county. Increasingly our work finds a national and even international platform.

In brief: the role

This is an opportunity to assist Artistic Director Theresa Heskins on the New Vic's 2026 Christmas production of *The Borrowers*. It's an ideal opportunity for a Director looking to gain knowledge of working within a complex organisation. Key responsibilities include assisting the Director in rehearsals; rehearsing understudies; and maintaining the production over its 10-week run. Our ideal candidate has previous experience of assist directing professional actors and an interest in making work for families and young people. We require someone who can confidently lead a rehearsal room and has a desire to take more responsibility in terms of managing and supporting show staff and a large acting company.

The salary for this post is £32,383 per year, pro rata.

In brief: recruitment process

Please complete the application form and return it to recruitment@newvictheatre.org.uk using the subject line Assistant Director post by Monday 18 May 2026 at 5pm. Interviews will provisionally be held on 1 and 2 June by Zoom and seconds on 11 June at the New Vic (travel expenses paid).





NEW VIC THEATRE

Our mission is to make excellent theatre-in-the-round and be a force for positive change in our region. Our business plan outlines our vision for:

A thriving theatre which makes a significant impact locally whilst enjoying a national profile – sharing positive stories about our area with the rest of the country.

A cultural centre which uses theatre in all its forms – pure, applied, participative – to increase aspiration and enhance health and wellbeing, and help shape a place to live, work and do business in.

A creation centre which makes distinctive theatre in distinctive spaces, nurturing artists and our artform to increase engagement with the arts, especially for young people.

A hub of super-connectivity, partnering with local, national and international organisations to deliver quality, value and mutual benefit.

An entrepreneurial charity which ensures our work has a long term future underpinned by a strong and resilient business model.

The New Vic

The New Vic is a 600 seat theatre. Built in 1986, it was the first purpose-built theatre-in-the-round in all of Europe. One of the country's most successful producing theatres and a key part of the region's cultural life, we engage with 180,000 people each year.

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.

We deliver a programme of high quality theatre 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. 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.

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 with the arts. We are committed to making a real difference in a post-industrial community that experiences significant deprivation.

'The New Vic is doing everything a regional theatre should'

*Sunday Times on **Marvellous***



Recent achievements include *The Princess and the Pea* transfer to New York and the Southbank Centre; *The Company of Wolves* Co-Directors Theresa Heskins and Vicki Amedume's UK Theatre Best Director nomination; *Marvellous* opening the West End's Soho Place; *Tom, Dick & Harry* transfer to Alexandra Palace; *Around the World in 80 Days* transfer to New York and Florida.

'Brings fresh thrills to familiar material and promises to enchant audiences'

The Stage on *The Little Mermaid*



'A buoyant, comical clowning adventure'

The Stage on *The Princess and the Pea*



'A thrilling take on Angela Carter's cult classic'

The Telegraph on *The Company of Wolves*



'full of wow-factor, a life-affirming treat'

The Telegraph on *Marvellous*

'Magic'

New York Times Critic's Pick *Around the World in 80 Days*

'A play as creative as the escape itself'

The Evening Standard on *Tom, Dick and Harry*



'This superb promenade production'

The Guardian on *Coppelia: A Mystery*



'Stupidly ambitious and gorgeously inventive'

The Guardian on *Astley's Astounding Adventures*



'a superlative theatremaker'

The Telegraph on Theresa Heskins



The Post

You will become a part of the New Vic's team of Directors including Artistic Director Theresa Heskins, Associate Director Vicki Amedume and Staff Director Polly Wain.

You will work alongside our Artistic Director to deliver and then maintain our festive production of *The Borrowers*. First staged in 2015, *The Borrowers* returns to the New Vic as part of our 40th Anniversary programme. It's one of our most beloved Christmas productions, bursting with magical storytelling, original music performed live and heart-racing adventure.

You will gain an understanding of creating work for regional audiences, develop your craft, confidence and knowledge to progress to the next stage of your career.

Although this post will offer significant professional development, it is not a training role. Your primary objective is to ensure that the work of the New Vic Theatre is seen at its best by all audiences. You will support New Vic staff, show staff, and the acting company throughout rehearsals, tech, and performance of *The Borrowers*. You should only apply if you know you can dedicate yourself to this theatre, to our audiences and to our vision for the entire period.

This role will allow you to take advantage of opportunities within the New Vic to enhance knowledge and experience. For example, the chance to observe Not Too Tame's production of *Romeo & Juliet* and Rachel Shenton's *Gladstone Girls* as they are brought to the stage, and the opportunity to connect with the New Vic's Education and Borderlines departments.

Additional duties are outlined in the job specification.



Previous New Vic Assistant Directors

JAMES DACRE

Former Artistic Director,
Northampton Theatres

ANNA MARSLAND

RSC Staff Director; National Associate;
The Strange Undoing of Prudencia Hart New Vic

POPPY ROWLEY

Grounded at Adelaide Fringe

BRYN HOLDING

Derby Playhouse *Cinderella*;
Big Big Sky New Vic

BRYONY SHANAHAN

Former Co-Artistic Director,
Manchester Royal Exchange;
now Traverse Theatre

ELLIE TAYLOR

The Worst Witch Associate;
Play for the Living Headlong/
Barbican/New Vic

ANNA POOLE

RSC and National Theatre
Staff Director

DAN HUTTON

Author, *Towards A Civic Theatre*

FILIZ OZCAN

Artistic Director,
Jumped Up Theatre

MANDEEP GLOVER

RSC Assistant Director

POLLY WAIN

Currently New Vic
Staff Director



Assistant Director Job Specification

Based New Vic Theatre, Newcastle-under-Lyme
Reporting to Artistic Director

- Assist the Director in the rehearsal room and tech
- Support rehearsals and tech
- Conduct research
- Supervise rehearsal, when required
- Attend production meetings
- Prepare the understudy strategy

Maintain the quality of production:

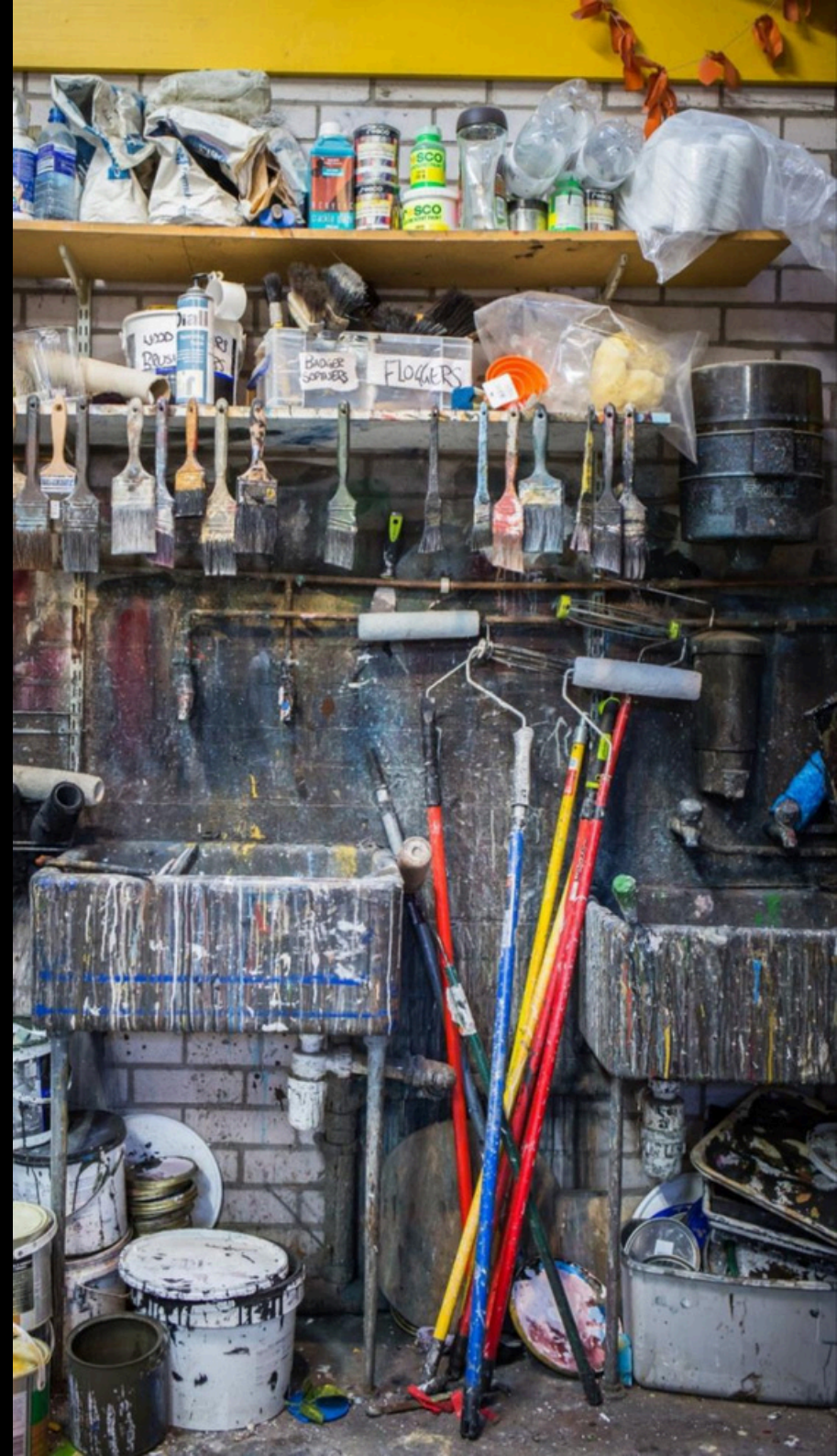
- Attend all warm ups
- Watch the show at pre-agreed intervals
- Note the actors as necessary
- Update the Director
- Liaise with the Company Manager
- Rehearse understudies
- Brief and support cast and show team in event of an understudy performance

Additional duties:

- Research and development for future New Vic productions
- Create visual storyboards
- Manage relaxed performances of New Vic shows

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



Person specification

Essential skills and attributes:

- Experience of directing
- Experience of working with professional casts
- 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 developing and engaging with young and family 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 1 September 2026 to 12 Feb 2027.

Salary

The salary for the post is £32,383 per year (pro rata £622.75 per week), paid monthly by credit transfer.

This salary is based on the UK Theatre/ Equity Theatre Directors agreement. Any future rates agreed by UK Theatre/ Equity Theatre Directors in 2026/27 that are greater than the published salary will be applied.

Hours of Work

The post's normal hours are 43 per week to be worked flexibly in agreement with your manager 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. You will be expected to work on Christmas Eve and New Year's Eve.

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.

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. Please note that no holiday will be approved during rehearsal or during the run of the Christmas show. We anticipate that holiday will be taken in the final two weeks of the contract.

Probationary & Notice Period

The probationary period for this post is 2 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

The relocation allowance is currently £235 per week, and commuting allowance is £183.58 per week.

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 and satisfactory references.

How to apply

Please send the following by email to recruitment@newvictheatre.org.uk using the subject line Assistant Director or by post to Administration Department, New Vic Theatre Etruria Road, Newcastle-under-Lyme, Staffordshire, ST5 0JG:

- a brief covering letter including details of two referees
- answers to our five questions (see next page)
- your CV
- our equal opportunities monitoring form: [Equal Opportunities Monitoring Form 26-27](#)

If you have any questions about how to apply please send them to the email address above.

We want to make sure that our application process is accessible to everyone, so please do tell us if you need any of this information in another format (e.g. large print, audio).

It would help us if you complete and return our recruitment equalities monitoring form. It is not obligatory but by completing it you will help us monitor the effectiveness of our Equal Opportunities Policy. The equalities monitoring form will be separated from your application documents before shortlisting.

The deadline for applications is Monday 18 May 2026 at 5pm.

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.

The New Vic is an equal opportunities employer. We value diversity in our workforce and positively encourage applicants from all sections of the community, particularly applicants under-represented across the arts workforce, especially applicants with a disability, applicants for are LGBTQIA+ or applicants of African or Caribbean heritage, South, East and South-East Asian heritage or anyone who experiences racism.



Questions

Please send responses to the following questions, using around 150-word limit per question. Use bullet points if helpful.

Essential skills: answer all three questions:

1. List or outline your experience of assistant directing
2. List or outline your experience of working with professional actors (by which we mean actors who are being paid at Equity/UK Theatre rates or equivalent)
3. List or outline any experience you have of being in a regional theatre – as a worker, volunteer or audience member.

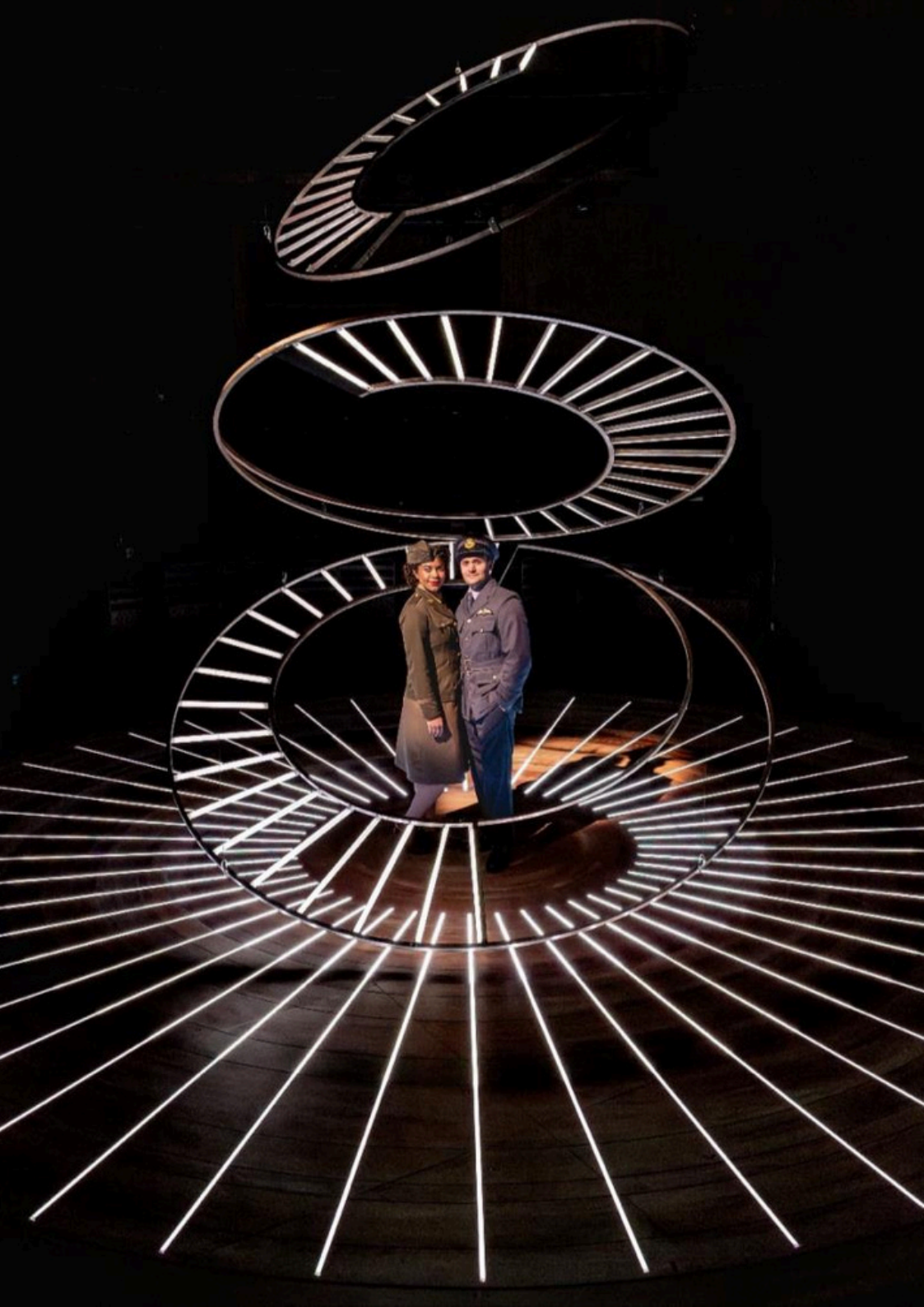
Desirable skills: answer only one question, either 4a, 4b or 4c:

- 4a. Outline any experience you have of making work for young or family audiences or
- 4b. Outline any experience you have of working on relaxed performances or
- 4c. Outline any experience you have of working in a producing theatre

Optional question:

5. What sort of a Director are you? What interests you? What makes you distinctive?





What happens next?

We will always let you know the outcome of your application. Our Admin team will be in touch to let you know if we would like to invite you to interview. As part of the invitation we will let you know what will happen on the day and who you will be meeting.

We want to make sure our interview process is as fair as possible. If you have a disability, do let us know if you require any adjustments on the interview day or if you have any specific access needs.

We appreciate the time and effort it takes to apply for a role, so we will contact you whether you are successful or not at every stage of the process.

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.

Provisional Recruitment Timeline

18 May 2026 at 5pm	Deadline for submissions
1 and 2 June 2026	First interviews on Zoom
11 June 2026	Second interviews at New Vic
1 September 2026	Contract starts
12 February 2027	Contract ends



Admin 01782 717954

Box Office 01782 717962

www.newvictheatre.org.uk

New Vic Theatre, Etruria Road, Newcastle-under-Lyme, Staffordshire, ST5 0JG. Stoke-on-Trent & North Staffordshire Theatre Trust Ltd. Company registration number: 911924. Charity registration number: 253242. The New Vic Theatre operates thanks to partnership between Arts Council England, Newcastle-Under-Lyme Borough Council and Staffordshire County Council.