



NEW VIC

Associate Director:
Tale Trail to The Borrowers
Information Pack
October 2026

Welcome

We are looking for an early career Theatre Maker or Director who identifies as neurodivergent and / or disabled to be Associate Director on our immersive Christmas story telling production, *Tale Trail to The Borrowers*. This will be on a fixed term contract from **Monday 23rd November - Thursday 24 December**.

Tale Trail is designed for young children and families, and is an inclusive and immersive performance. This an exciting opportunity for a Theatre Maker or Director who is looking to expand their knowledge and experience whilst working alongside a diverse team within a busy professional producing theatre. Key responsibilities include:

- Supporting rehearsals
- Conducting research
- Rehearsing and delivering notes to actors as required.

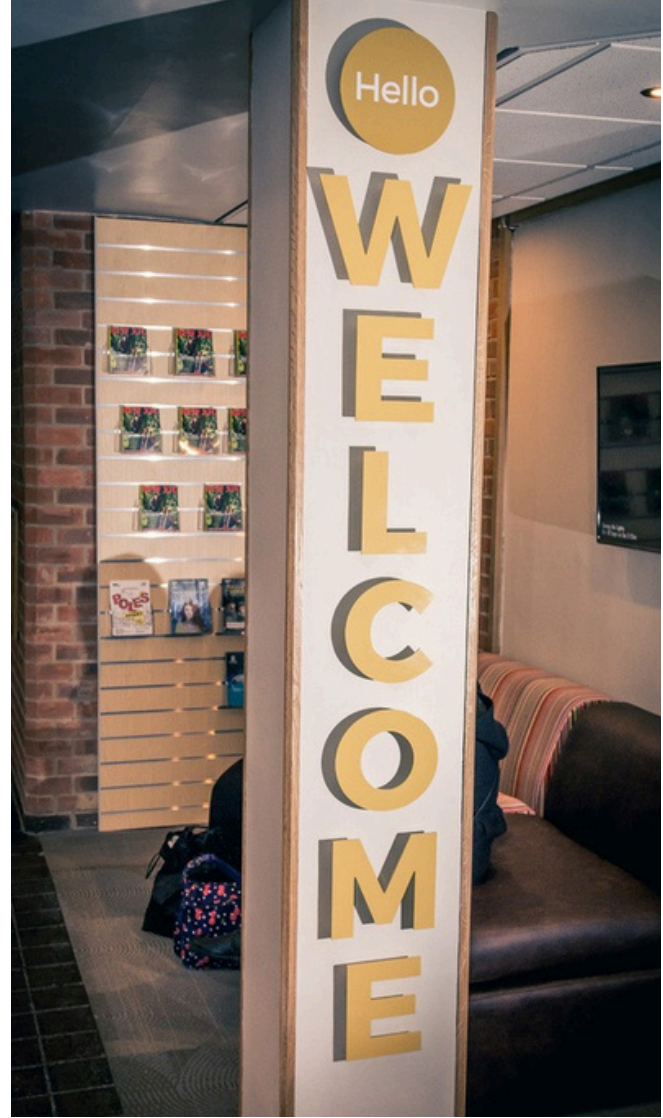
Our ideal candidate would have some experience in directing, theatre making or early years accessible events. They would also have a passion or understanding of accessibility needs and how we can incorporate them within the production.

The appoint of this role is supported by The D'Oyly Carte Charitable Trust.

The deadline for applications is **Midday on Friday 23 October**. Interviews will be held in person at the New Vic Theatre on **Tuesday 3 November and Wednesday 4 November**.

All shortlisted candidates will also be invited to a Development Day at the New Vic Theatre on **Friday 27 November**. Please indicate in your covering letter if you would like to join us for the Development Day if you are shortlisted.

We hope that this pack will answer all your questions, but if there is anything else you would like to know about the role or working at the New Vic, please do get in touch on 01782 381371 or by email to recruitment@newvictheatre.org.uk



Education Department Information

New Vic Education exists to provide high quality learning and participatory opportunities through theatre and drama. Our offer to young people and the wider programme allow us to make a difference across our whole community. We work with schools, libraries and children's centres to nurture literacy and encourage imagination and engagement at every age, including through our Creative Ageing Programme. We are committed to partnership working and have on-going relationships with other arts and education providers, such as the RSC and Keele University. As well as our extensive offer to younger people and schools we also have a resident Elders' Theatre Company, Ages and Stages who play a key role in the development of our Live Age festival programme.



Role Information

Contract

The post of Associate Director: *Tale Trail to The Borrowers* is offered on a fixed term contract from **Monday 23 November - Thursday 24 December** and is supported by The D'Oyly Carte Charitable Trust.

Fee

The fee for this role is £3000 and will be paid at the end of the contract.

Hours of work

The hours of work will be 40 per week to be worked flexibly across Monday to Saturday.

Holiday Entitlement

The holiday entitlement for this post is 20 days per annum plus bank holidays pro rata, based on a six-day working week (Monday to Saturday). This is equivalent to four weeks' annual leave plus bank holidays.

The holiday year runs from 1 April to 31 March.

Due to the nature of the production schedule, the successful candidate will be required to be available throughout the engagement. No annual leave is anticipated to be taken during the contracted period; so accrued untaken holiday will be paid in lieu at the end of the engagement

General

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

All offers of employment are subject to the candidates being able to provide suitable proof of their eligibility to work in the UK, a satisfactory enhanced DBS check and references.

Associate Director: *Tale Trail to The Borrowers* Job Description

Responsible to: Director: *Tale Trail to The Borrowers* and New Vic Head of Education.

- Support rehearsals
- Conduct research
- Rehearse and deliver notes to actors as required
- Watch performances at agreed intervals
- Update the Director as necessary
- Attend production meetings
- Liaise with members of the technical and production teams as required
- Assist with hosting our audiences and community visitors to the performances
- Take part in evaluation and feedback for performances
- Lead community engagement activities as required
- Support the creation of learning resources.



Person Specification

We are looking for the following skills and experience in our Associate Director: *Tale Trail to The Borrowers*.

Essential Criteria

- Previous experience of directing.
- A desire to build a career in theatre making.

Desirable Criteria

- Experience of sensory and inclusive theatre.
- Experience of working with professional actors.
- An interest in engaging with younger audiences and families.
- Experience of community engagement work.



'Staffordshire's New Vic proves what a regional theatre with ambition and imagination can do'.
The Guardian

The New Vic is unique. The first purpose-built theatre-in-the-round in Europe and a ground-breaker in the integration of professional theatre-work with an extensive community and education programme, we make theatre that is valued by local audiences and recognised nationally and internationally.

We believe in the power of theatre to change lives. We also believe that everyone should have access to great theatre and on average 180,000 people visit the New Vic each year.

The New Vic has forged a national reputation for producing first class theatre. We have a full in-house creative team, including costume, scenic workshops, lighting, sound and design.

Our extensive community and education programmes reach over 30,000 people annually, with award-winning New Vic Borderlines, and New Vic Education departments ensuring 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 and North Staffordshire in the arts.

The New Vic is a registered charity with a turnover of £5 million and operates thanks to a unique partnership between Arts Council England, Newcastle-under-Lyme Borough Council and Staffordshire County Council.



Applying

The New Vic aims to attract, develop and retain talented people across all areas of our work. We make appointments fairly and on the basis of the skills, experience and qualities required for each role.

We believe that diversity is good for the art we make, good for artists, good for audiences and good for the cultural sector. We value the different backgrounds, experiences, perspectives and voices that people bring to our theatre and are committed to creating an inclusive and welcoming workplace where everyone can contribute, thrive and feel that they belong.

The New Vic is an equal opportunities employer. We welcome applications from people of all backgrounds and particularly encourage applications from people who are currently underrepresented across the arts workforce. This includes people with a disability, LGBTQIA+ people, people of African or Caribbean heritage, people of South, East and South-East Asian heritage, and people from other racially minoritised communities.

We are committed to continuing to improve representation across our workforce and to ensuring that our recruitment processes are fair, accessible and inclusive.

How to apply

Please forward your CV and a covering letter (of up to no more than 2 sides of A4), giving a brief outline of why you think you would be suitable for this role and how your skills match the person specification to recruitment@newvictheatre.org.uk using the subject line Associate Director: *Tale Trail to The Borrowers* or post them to Administration Department, New Vic Theatre, Etruria Road, Newcastle-under-Lyme, Staffordshire, ST5 0JG.

The deadline for applications is **Midday on Friday 23 October**. Interviews will be held in person at the New Vic Theatre on **Tuesday 3 November and Wednesday 4 November**.

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).



**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.**