

JOB DESCRIPTION

Associate Artistic Director

Responsible to:	Artistic Director
Responsible for:	n/a
Based at:	Sheffield Theatres
Tenure:	18-month fixed term contract commencing September 2020

Key aims of the role

The Associate Artistic Director (AAD) will evolve their creative practice and leadership skills over an eighteen-month period working closely with the Artistic Directors at Sheffield Theatres (ST) and the Regional Theatre Young Director Scheme (RTYDS).

They will support the artistic directors of Sheffield Theatres and RTYDS in the articulation and implementation of the vision, strategy and policies for both organisations. They will actively support the effective delivery of artistic programme at Sheffield Theatres including making work and leading on projects.

Main Responsibilities

FOR THE THEATRE

ARTISTIC

- Take an active role in the planning, execution and review of the programme of produced work at theatre including the discussion of programme ideas, partners and creative teams
- Contribute to planning for and realisation of celebrations for the Crucible's 50th Anniversary in 2021
- Actively engage in the theatres artistic output, directing plays as appropriate
- Work with the Artistic Director and Producer to evaluate and guide produced work
- Attend read throughs, rehearsals, dress rehearsals and previews in order to support the director, company and creative team throughout a production's life cycle
- Contribute to the theatre's artist development programme, The Bank, and provide mentoring and support to participants
- Work with the Artistic Director to manage and support Assistant Directors and Resident Assistant Directors
- Support the Artistic Director in commissioning and nurturing new plays and ideas
- Seek out and propose writers suitable for commissioning or productions and identify those that would benefit from developmental seed commissions, workshops and readings
- Seek out and propose directors who would benefit from research and development opportunities
- Work on the dramaturgical development of commissioned work and others in development
- Create and make work as an artist and progress as an artist through the period of the residency
- Advise the Artistic Director and Programmer on programming opportunities for received work
- Take an active role in ST's Ramps on the Moon production, scheduled for 2021

PARTICIPATION / COMMUNITY

- Support the work of the Learning Department on work for young people and the community
- Attend community events, foster new partnerships relevant to the work of the Learning Department and be an ambassador for the theatre, ensuring our Safeguarding Policies are at the heart of everything we do

MANAGEMENT, STRATEGY AND LEADERSHIP

- Represent and deputise for the Artistic Director externally and internally as required
- Champion the Equality and Diversity Policy
- Contribute to creation of 2022-2026 Business Plan, and other strategy documents and funding applications
- Work with the Artistic Director and Producer on scheduling
- Support the Fundraising team in identifying opportunities for funding, contribute to bids and support reporting requirements
- Support the Communications team, including on copywriting and proofreading for brochures, press releases and publicity materials

FOR RTYDS

- Represent and deputise for the Artistic Director externally as required
- Participate selection process for the relevant programme strands
- Contribute to creation of RTYDS 2022-2026 Business Plan, and other strategy documents and funding applications
- As an advocate for RTYDS ensure high standards in all aspects of the company, positioning and promoting RTYDS as a leading national Sector Support Organisation
- With the support of the Artistic Director, lead RTYDS Craft and Career Development strand, including mentoring alumni, programming suitable content (live and digital) and implementing key projects
- Contribute meaningfully to the debate on equality, inclusion and diversity at a national level and play a role in the re-shaping of work around diversity, in line with NPO practice
- Actively promote good practice in well-being
- Help to ensure RTYDS is engaging with artists and organisations from a broad range of backgrounds
- Manage project budgets as appropriate
- Keep up to date with developments in artist development emerging directors and maintain a network of contacts across England with industry professionals
- Champion the Equality and Diversity Policy and the Sustainability Action Plan

GENERAL DUTIES

- Identify opportunities with Senior Managers at both ST and RTYDS to develop knowledge and experience in areas including financial management, human resources, strategic planning, fundraising and marketing
- Attend board, senior management team and other strategic working group meetings for both ST and RTYDS
- Represent ST and RTYDS externally at events and meetings including press nights and cultural sector networks and contribute to each company's views and position on public policy
- Actively seek out talent and promote the opportunities offered at ST and by RTYDS
- Foster new partnerships with creative organisations including writing agencies, universities, and broadcasting companies and international co-producers relevant to the strategic plans of ST and RTYDS
- Undertake any other reasonable duties in order to fulfil the objectives of the theatre

- Adhere to, and actively contribute to ST and RTYDS policies, including Equalities (diversity, access, and equal opportunities), Environmental and Health & Safety
- Be a positive role model for other staff, participants, directors and creatives

ASSOCIATE ARTISTIC DIRECTOR PERSON SPECIFICATION

Essential Skills and Experience

- Experience of directing productions of quality and ambition
- Excitement about finding new ways to revive plays or create new adaptations of existing works
- Interest in creating work that reaches out to new audiences and reflects the diversity of the UK
- Ability to articulate fresh ideas and vision
- Ability to work closely with and engage with learning teams and their participants
- Excellent inter-personal skills with ability to relate to and communicate effectively with a wide range of people
- Excellent written and verbal communication skills, with clear evidence of the ability to be articulate, engaging, logical and inspiring
- Ability to manage a busy and diverse workload, with constantly changing priorities, within a dynamic environment
- Strong understanding of the dramaturgical process
- The ability to work collaboratively and form effective partnerships internally and externally
- An affinity for the mission, vision and work of the theatre
- A genuine and demonstrable commitment to broadening of cultural diversity and access across all areas of the theatre
- Knowledge of UK theatre landscape – particularly outside London
- An energetic and self-motivated approach to work
- A demonstrable interest in creative leadership

Desirable Skills and Experience

- Experience of cultural policy and practice in the UK, and specifically in relation to producing theatres and/or the performing arts
- Experience of current creative learning practice
- Experience of working with non-professionals
- Experience of working with D/deaf and disabled artists and non-professionals
- Experience of working with professional emerging theatre artists and supporting their development
- Experience of working with broad and diverse range of artists and communities
- An understanding of communities within the local area
- Experience of working with writers (both experienced and emerging) and on new plays
- Ability to create work for a variety of theatre spaces and audiences with professionals and non-professionals
- Experience of working to develop artists and companies
- Experience of developing projects for community groups and young people (in a school and non-school setting)

ST and RTYDS actively encourage people with different backgrounds and skills to join us and positively impact our teams and working practice.

We are particularly keen to receive applications from people of colour, D/deaf and disabled, LGBTQ+ directors / theatre makers or those experiencing barriers due to socio-economic background. This is a full-time role, but we would welcome applications from candidates who would wish to do it on a

more flexible working pattern, for example due to caring responsibilities or access requirements relating to a disability. All D/deaf or disabled directors/theatre makers who demonstrate that they meet the essential criteria will be invited for interview.