**ASSOCIATE DRAMATURG Job Description**

**Reporting to:** Artistic Director

**Responsible for:** Literary Administrator

The Bush Theatre is looking for an experienced, enthusiastic, and highly organised **Associate Dramaturg** to lead the Bush’s literary team and play a key role in supporting the Artistic Director in new writer and new play development through commissioning and nurturing new plays and ideas.

**How to Apply**

This pack contains the job description and person specification for the position of Associate Dramaturg at the Bush Theatre.

To apply for the post please provide a completed application form.

Email your Application form and equal opportunities form to:

Anna Jones, jobs@bushtheatre.co.uk. Please state *Associate Dramaturg* in the subject line.

Alternatively you may post your application to:

Anna Jones

The Bush Theatre

Boxmoor House

7 Queensdale Crescent

Edward Woods Estate

London

W12 8LJ

**Deadline** for applications is **noon** on **Friday 26th August 2016**.

**Interviews** will take place on Monday 5th September 2016. Second interviews if required will be Wednesday 7th September and Friday 9th September 2016.

**JOB DESCRIPTION**

**Background**

**“One of the most experienced prospectors of raw talent in Europe.”**

**– The Independent**

After nearly 40 years in residence over a pub on Shepherds Bush Green, we moved into the Old Library in Shepherds Bush in October 2011. This venue is a beautiful and historic building in the heart of the community and has a flexible 150 seat theatre, two rehearsal/performance studios and a welcoming café-bar and playtext library.

Under the leadership of Artistic Director Madani Younis, The Bush Theatre is committed to presenting a diverse and innovative programme of new writing which speaks to and reflects contemporary society in all its diversity.

In 2016, the Bush is mid-way through a capital fundraising campaign to raise £4m to deliver the final phase of development for the Old Library, a project which will transform the future of the organisation. The theatre is due to reopen in 2017, which (amongst other things) will unlock the creative potential for the new venue - providing a new Studio space and a significantly upgraded rehearsal/R&D space.

**Purpose of the role**

The Associate Dramaturg leads the Bush’s literary team and plays a key role supporting the Artistic Director in new writer and new play development through the commissioning and nurturing of new plays and ideas. The role encompasses three interdependent strands of work:

* Identifying and developing new scripts for production at the Bush Theatre – developing and maintaining relationships with writers and agents and ensuring the Bush’s slate of plays is diverse and of a high quality.
* Identifying and developing emerging writing talent – including programmes for emerging writers, partnerships and unsolicited script-reading.
* Providing deeper engagement into the writing process for audiences and artists – both online and offline.

**Main Duties and Responsibilities**

**Artistic Policy, Programming and Script Development**

* Support the Artistic Director in commissioning and nurturing news plays and ideas.
* Manage the process of commissioning writers, writer/performers and companies developing work with and for the Bush, negotiating with agents - issuing contracts and agreements for commissions, assignment, options and translation.
* Liaise with new writing agencies (UK-based and internationally) to communicate the Bush’s interests and to identify writers and scripts for the Bush – in accordance with the artistic strategy.
* Ensure that the Bush’s slate of plays available for production is high quality and diverse – reflective of the make-up of the UK today, and featuring a mixture of commissioned work and pre-existing scripts.
* Lead on dramaturgical development of commissioned work and other work in development.
* Work alongside the Producer to develop R&D processes for work on the slate.
* Develop and maintain excellent external industry networks.

**Talent Development**

* Work alongside the Artistic Director to develop and implement a strategy to ensure the Bush is engaging the finest new writing talent from the broadest possible backgrounds.
* Managing the Emerging Writers’ Group – an annual cohort of six writers on attachment at the Bush.
* Managing the new Bush Writers’ Room – ensuring it maximised as a resource to support Bush writers.
* Mentor writers on attachment and residency and during production and development – including those engaged through Project 2036, a scheme aimed at developing BAMER creative talent.
* Foster new partnerships with creative organisations including writing agencies, universities, and broadcasting companies.
* Manage and oversee the processing of all solicited/agency and unsolicited scripts received, including offering feedback as appropriate.
* Regularly attend new plays, workshops, readings and showings, and be an ambassador for the Bush, its approach and its work.

**Deeper Engagement in Writing**

* Work alongside the marketing team to develop a long-term strategy and planning for Bushgreen, the Bush’s digital platform/community for writers and new theatre writing.
* Work collaboratively with other departments and with outside partnerships to find creative and innovative ways of using new writing to reach wider audiences and engage local communities in and around Shepherds Bush in special projects.
* Work alongside the Producer to develop a programme of events aimed at providing a deeper engagement for audiences around Bush productions.
* Represent the Bush at conferences, discussions and events – promoting the organisation’s artistic values and encouraging a new generation of artists.

**Management**

* Lead the Literary team including the Literary Administrator and freelance readers.
* Take responsibility for the recruitment, induction, development, supervision and line management of literary team staff.
* Supporting the Development Team in identifying opportunities for funding writing programmes, and supporting them in reporting requirements.
* Manage the department budget.

**General**

* To keep up to date with developments in new writing.
* To attend read-throughs, sharings, preview, press and supporters’ nights and other Bush Theatre events as required.
* Attend regular Company meetings and programming meetings.
* Actively develop and implement green policies and practices for the department.
* Adhere to, and actively contribute to, Bush Theatre policies, including Equalities (diversity, access, and equal opportunities), Environmental and Health & Safety.
* To maximise income and minimise expenditure wherever possible, without jeopardising the quality of the work or the reputation of The Bush Theatre.
* To act always in the best interest of the Bush Theatre.
* Any other duties as reasonably required.

**PERSON SPECIFICATION**

**Essential**

* A minimum of three years’ experience as a dramaturg of new plays.
* Strong financial skills including drafting and managing budgets.
* Excellent organisation and planning skills with proven ability to work flexibly under pressure, to prioritise and to meet deadlines
* Experience of line managing a team.
* Experience of dealing with writers’ agents and negotiating contracts.
* Persuasive communication skills.
* Experience of working directly with writers.
* Experience of identifying and developing emerging new writing talent.
* The ability to work collaboratively and form effective partnerships internally and externally.
* An affinity for the mission, vision and work of The Bush Theatre and a passion to play a key role in shaping and achieving the theatre’s success
* An interest in the social, cultural and financial context within which The Bush Theatre operates.
* A genuine and demonstrable commitment to maintaining the broadening of cultural diversity and access across all areas of The Bush Theatre.
* A positive attitude with a high level of self-motivation and ability to work on your own initiative
* Knowledge of the UK theatre landscape.

**Desirable (but not essential) qualities, skills and experience:**

* Senior experience gained within a producing theatre company or venue.
* Direct experience of the UK Theatre / WGGB Agreements.
* Productive and wide ranging contacts in the theatre sector.

**TERMS & CONDITIONS**

**Hours:** This position is being offered on a full time or part time basis dependent on the successful candidate, working up to a maximum of 40 hours per week

**Salary :** £26k - £29k (depending on experience)

**Holidays:** 22 days per annum plus Bank Holidays

 Rising to 23 days after two years’ service

 Rising to 24 days after four years’ service

**Probation:** Six months

**Contract type:** Permanent