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 this and an equal opportunities form to: Arianne Brooks, jobs@bushtheatre.co.uk. Please state Associate Dramaturg in the subject line.

Alternatively you may post your application to:
Arianne Brooks,
Bush Theatre,
7 Uxbridge Road,
London
W12 8LJ

Deadline for applications is 10am on Monday 5 Feb 2018.

Interviews will take place on the week of 12 Feb 2018. Second interviews if required will be Fri 16 Feb 2018.
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 Shepherd’s Bush Green, the Bush Theatre moved into the Old Library in Shepherd’s Bush in October 2011. Since then, the theatre has enjoyed a significant period of growth that has not only augmented its reputation as a ‘powerhouse of new writing’ but has also cemented the organisation as a cultural landmark at the heart of Shepherd’s Bush.

This year, we concluded a £4.3m redevelopment project to complete the transformation of the old library, making the theatre more accessible and sustainable, allowing us to produce more work, reach out to more people, and support more artists. The building now comprises of a flexible 190 seat theatre, a second performance space, a rehearsal studio, a Café Bar, a newly developed terrace garden and a playtext library. The restored venue gives us further capability to hire out our spaces – for rehearsals, conferences, meetings, parties, comedy gigs and weddings.

Overall this once-in-a-generation renovation has created a platform for our future enabling us to expand our programme; promoting high quality new writing, developing the next generation of creative talent, leading innovative community engagement work and championing diversity.

The Bush Theatre is also proud to be an Arts Council National Portfolio Organisation, having just secured an uplift in funding for the next 4 years to support the organisation’s recent growth.

Under the leadership of Artistic Director Madani Younis, the Bush Theatre is committed to presenting a diverse and innovative programme of new writing that speaks to and reflects contemporary society in all its diversity and seeks to be an industry leader in this area. The executive team is supported by a dynamic and diverse board of trustees. As we collectively enter into this new phase in the life of the theatre, we are looking forward to another 45 years as West London’s leading new writing theatre.

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 new 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 is 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.
• Support the Associate Director on the management and development of other talent development schemes, including but not limited to associate artists, community associates and Up Next.
• 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 Shepherd’s 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 management.
- 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: 40 Hours per week across at least five days
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