

## **ASSOCIATE DIRECTOR**

The Bush Theatre is looking for an experienced, enthusiastic and highly organised **Associate Director** to support the Artistic Director to further develop the artistic policy of the Bush Theatre - including developing talent, programming and script development. This role has particular focus on managing and developing the Bush's talent development programmes.

### **How to Apply**

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

To apply for the post please provide a completed application form. Please also send your directing CV along with this. Email these documents and an equal opportunities form to: Sara Lukic, [jobs@bushtheatre.co.uk](mailto:jobs@bushtheatre.co.uk). Please state **Associate Director-Talent** in the subject line.

Alternatively you may post your application to:

Sara Lukic,  
Bush Theatre,  
7 Uxbridge Road,  
London  
W12 8LJ

**Deadline** for applications is **10am on 23 January 2019**

**Interviews** will take place on the week of 28 January 2019

If you require any alternative arrangements to be made in order to apply for the role, please contact Sara Lukic on [saralukic@bushtheatre.co.uk](mailto:saralukic@bushtheatre.co.uk) or 020 8743 3584.

We 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 and disabled people. All disabled candidates who meet the minimum criteria will be invited to interview.

Your application and any associated personal information will be stored and processed in accordance with our Data Policy and destroyed after six months. We will keep your equal opportunities form for a period of 6 months, after which point the data will be anonymised and aggregated for monitoring purposes. If you are employed by us, the information you supply will be kept securely and will form part of your employment record.



## **ASSOCIATE DIRECTOR Job Description**

**Reporting to:** Artistic Director

**Responsible for:** Creative teams and associate artists as required

### **Background**

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

The Bush Theatre is a world-famous home for new plays and an internationally renowned champion of playwrights.

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.

In 2017, 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 also gives us further capability to hire out our spaces – for rehearsals, conferences, meetings, parties, comedy gigs and weddings.

With a fully renovated venue, the Bush has created a platform for our future: promoting the highest quality of new writing, developing the next generation of creative talent, leading on innovative community engagement work and championing diversity. We're proud to be a sector leader in this area.

### **Purpose of the role**

To support the Artistic Director to further develop the artistic policy of the Bush Theatre and to facilitate and enable the creation and presentation of new work. This role has a particular focus on managing and developing the Bush's talent development programmes. This role will work alongside a second associate director with specific responsibility for developing work with young people in our community and may be required to take on aspects of this work as needed.

### **Main Duties and Responsibilities**

#### **Artistic Policy, Programming and Script Development**

- Seek out and propose writers suitable for commissioning and production and identify those who would benefit from developmental seed commissions, workshops and readings.
- Support the Artistic Director in commissioning and nurturing new plays and ideas.



- Take an active and leading role in the planning, execution and review of the programme of produced work at the Bush Theatre, including the discussion of programme ideas, partners and creative teams.
- Actively engage in the Company's artistic output, directing plays if appropriate, and progress as an artist through the period of tenure.
- Be aware of new productions/tours that may be suitable as visiting productions and advise the Artistic Director and Executive Director on programming opportunities for the Bush, both at our home base and for further exploitation.
- Work alongside the Associate Dramaturg on the dramaturgical development of commissioned work and other work in development.
- Develop and maintain excellent external industry networks.
- Foster new partnerships with creative organisations including writing agencies, universities, and broadcasting companies.

## **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.
- Manage existing talent development schemes, including but not limited to associate artists, community associates and Up Next.
- Mentor creatives on attachment - including those engaged through Project 2036, a scheme aimed at developing BAMER creative talent.
- Evaluate and develop the Bush's talent development programme in line with our strategy, designing and managing programmes as appropriate
- Regularly attend new plays, workshops, readings and showings, and be an ambassador for the Bush, its approach and its work.

## **Management and Strategy**

- Manage project budgets as appropriate.
- Support the Development Team in identifying opportunities for funding writing programmes, and supporting them in reporting requirements.
- Work alongside the second Associate Director in support of developing work with young people in our community.

## **General**

- Attend read-throughs, rehearsals as appropriate, dress rehearsals and previews in order to support the director and writer as each play is prepared.
- Keep up to date with developments in new writing, attending play readings and productions and maintaining a network of contacts in London and the regions with writers, literary managers, agents and other industry professionals.
- 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 Criteria:

- Experience of producing or directing within a professional theatre context
- Experience working with artists on attachment or under commission, with a strong understanding of the dramaturgical process
- Experience of working collaboratively with other artists to realise creative projects
- The ability to lead and motivate other artists and teams
- Experience of identifying and developing emerging talent
- Experience of working and leading workshops with young people and community focused groups
- Strong financial skills
- Excellent organisation and planning skills with a proven ability to work flexibly under pressure, to prioritise and to meet deadlines
- 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
- Experience of developing strategies and contributing to an organisational business plan
- Experience of drafting and managing budgets
- Direct experience of the UK Theatre Agreements
- Experience of recruiting and managing freelance practitioners
- Experience of working with a diverse range of artists and communities
- An understanding of the communities within the local area
- Productive and wide ranging contacts in the theatre sector

## TERMS & CONDITIONS

<b>Hours:</b>	24 hours per week across at least 3 days. It is essential that the Associate Director has a regular and frequent presence within the building.
<b>Salary:</b>	£25k pro rata paid monthly on the 25 <sup>th</sup>
<b>Holidays:</b>	22 days per annum plus Bank Holidays
<b>Probation:</b>	Three months
<b>Contract type:</b>	12 months fixed term

