

## Literary Assistant

The Bush Theatre is looking for a passionate and organised Literary Assistant to become an integral member of the artistic team, and to be responsible for the day-to-day administration of the literary department. This role is perfect for someone with excellent administrative skills and a keen interest in new writing.

### How to Apply

This pack contains the Literary Assistant job description and person specification. To apply for the post please send a completed equal opportunities monitoring form along with your application.

We want you to have the opportunity to really tell us about yourself and explain to us why this position is right for you in whatever way feels most appropriate to you. All applications will be judged on content not on format.

Option 1: Fill out the Bush application form

Option 2: Send one of the following, alongside a basic CV:

- A personal statement (500 words max)
- Presentation - Keynote or PowerPoint
- Short video or sound file (5 minutes max)

All applications should address the following questions

- Tell us a little about yourself and why this position interests you
- Tell us what experience you have had that means you meet the person specification outlined in the job description, include practical examples
- What would you be bringing to this role
- Do you have any qualifications you want to tell us about

If you are applying in writing please send your application via email along with your equal opportunities form to [jobs@bushtheatre.co.uk](mailto:jobs@bushtheatre.co.uk) with **Literary Assistant** in the subject line.

You can upload a video or sound file with your equal opportunities form and CV to us using the We Transfer service <https://wetransfer.com/> – when using this service please send your file to [jobs@bushtheatre.co.uk](mailto:jobs@bushtheatre.co.uk) with **Literary Assistant** in the subject line.

Alternatively, you may post your application to:

Jessica Pentney  
Bush Theatre  
7 Uxbridge Road  
Shepherd's Bush  
London  
W12 8LJ

# Bush Theatre

**Bush Theatre**  
7 Uxbridge Road  
London  
W12 8LJ

**Box Office**  
020 8743 5050  
**Administration**  
020 8743 3584

**Email**  
[info@bushtheatre.co.uk](mailto:info@bushtheatre.co.uk)  
**Website**  
[bushtheatre.co.uk](http://bushtheatre.co.uk)

If you have any need for this information in a different format please contact our Theatre Administrator, Jessica Pentney by email [jessicapentney@bushtheatre.co.uk](mailto:jessicapentney@bushtheatre.co.uk) or phone 0208743 3584.

Deadline for applications is **10am on Thursday 30 September 2021**.

1st interviews will take place on **Monday 18 October 2021**.

2nd interviews will take place **Monday 25 October 2021**.

The value of equal opportunities runs through the heart of the organisation. Our diverse team and their range of experiences are vital to the Bush's success, but we still have work to do to make sure that Bush staff represent the communities we serve. We actively encourage people with different backgrounds to join us. We are particularly keen to receive applications from people of colour and disabled people who are currently underrepresented in our team. All disabled candidates who meet the minimum criteria will be invited to interview.

[Meet the Bush team](#)

## Data Policy

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 up to 6 months, after which point the data will be anonymised and aggregated for monitoring purposes. If you are engaged by us, the information you supply will be kept securely and form part of your record with us.

## LITERARY ASSISTANT Job Description

**Job Title:** Literary Assistant

**Reporting to:** Literary Manager

**Location:** Bush Theatre, Shepherds Bush W12. Some flexible working including working from home may be possible in consultation with line manager.

### Background

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

Under the leadership of Artistic Director Lynette Linton, 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.

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. In 2017 we concluded a £4m redevelopment project to complete the transformation of the old library, making the building more accessible, more sustainable, and open to even more people; allowing us to produce more work, reach out to more people, and support more artists.

We retain a small-yet-mighty reputation. Recent successes include Arinzé Kene's *Misty*; *Jellyfish* by Ben Weatherill, which transferred to the National Theatre; *Baby Reindeer* by Richard Gadd and *Chiaroscuro* by Jackie Kay. As the Bush approaches its 50th birthday in 2022 this is a particularly exciting time to join the team.

### Purpose of the role

To provide administrative support for the literary department and to assist the Literary Manager to deliver the literary functions at the Bush Theatre

This is a permanent part time contract (3 days per week) to support the Literary Manager and the work of the Bush Theatre.

### Main Duties and Responsibilities

#### **Writers and Play Development**

- To support the Literary Manager in the day to day running of the Literary department.
- To support the Literary Manager in the commissioning and development of new talent.
- To assist the Literary Manager to liaise with new writing agencies to communicate the Bush's interests and to identify writers and scripts for the Bush.
- To track submissions from new writing agencies and ensure a response is received.

- To administer the Bush Theatre unsolicited play submissions process, including feedback to playwrights and enquiries from writers and agents.
- To coordinate the Bush Theatre team of readers; being the first point of contact, distributing scripts and ensuring each response is logged and writer responded to.
- To lead on the administration and monitoring of the Literary budget and Literary invoices in liaison with the Literary Manager; tracking receipts, creating expenses claim forms, coding and processing invoices.
- To organise meetings and be first point of contact for the Emerging Writer's Group and West London Playwrights Group, and all events associated with the schemes.
- To administrate the casting, contracting and organising of all Research and Development on Bush Theatre commissions and Emerging Writers' Group scripts, alongside the Assistant Producer.
- Scheduling and booking travel, accommodation and theatre tickets for the Literary Manager and wider senior team.
- To assist the Literary Manager in applications for literary awards.
- To, where necessary, carry out research on writers, theatres and new writing trends.
- To maintain excellent internal and external working relationships with writers, agents and staff.
- To read new scripts as directed by the Literary Manager.
- To attend new plays, workshops, readings and showings, and be an ambassador for the Bush, its approach and its work as part of the Literary department.

## **Artistic Policy and Programming**

- To attend, minute and disseminate minutes of Script meetings.
- To support the Literary Manager in the development and maintenance of external partnerships.
- To develop and maintain excellent external industry networks
- To liaise with Marketing to ensure information and copy for Literary pages is kept up to date on the Bush Theatre Website.
- To liaise with Development on literary and writer development funding applications.

## **General**

- Keep up to date with developments in new writing.
- Work in support of the artistic policy of the Bush Theatre.
- Attend read-throughs, sharings, Preview, Press and Supporters Nights and other Bush Theatre events as required.
- Attend regular Company meetings and artistic development and planning meetings.
- To maintain Literary filing.
- Actively develop and implement green policies and practices for the department.
- Adhere to, and actively contribute to, Bush Theatre policies, including Equalities (including diversity, access, equal opportunities); Environmental and Health & Safety.
- Carry out any other duties as may be required by the theatre.
- To act always in the best interest of the Bush Theatre.
- To maximise income and minimise expenditure wherever possible without jeopardising the quality of the work or the reputation of the Bush Theatre.

# Bush Theatre

**Bush Theatre**  
7 Uxbridge Road  
London  
W12 8LJ

**Box Office**  
020 8743 5050  
**Administration**  
020 8743 3584

**Email**  
[info@bushtheatre.co.uk](mailto:info@bushtheatre.co.uk)  
**Website**  
[bushtheatre.co.uk](http://bushtheatre.co.uk)

- Any other duties as reasonably required.

# Bush Theatre

**Bush Theatre**  
7 Uxbridge Road  
London  
W12 8LJ

**Box Office**  
020 8743 5050  
**Administration**  
020 8743 3584

**Email**  
info@bushtheatre.co.uk  
**Website**  
bushtheatre.co.uk

## Person Specification

### Essential

- Demonstrable interest in and knowledge of new writing in theatre
- Experience of reading theatre scripts.
- Experience of managing budgets.
- Excellent written and verbal communication skills including feedback for writers.
- Previous experience coordinating events.
- The ability to work flexibly in a busy and changeable organisation and within a small team
- Experience managing schedules and calendars.
- Experience of using Microsoft Office suite or Google suite.T
- Excellent organisation and planning skills with proven ability to work flexibly under pressure, to prioritise and to meet deadlines
- A demonstrable commitment to creating an inclusive and welcoming work environment
- Understanding of and commitment to the Bush's values, equal opportunities and diversity within our Literary programme

### Desirable

- Experience of communicating with artists and/or artists' agents
- Experience of casting
- Experience coordinating complex travel arrangements

## TERMS & CONDITIONS

**Hours:** 21 hours per week, across at least 3 days excluding one hour break

**Salary:** £22,817 per annum pro rata

**Holidays:** 30 days including Bank Holidays per annum pro rata

Rising to 31 days after two years' service

Rising to 32 days after four years' service

**Probation:** Three months

**Contract Type:** Permanent

### Other Benefits:

- Interest-free season ticket loan (after probation) for employees
- Cycle to work scheme for employees
- Complimentary tickets to all Bush productions subject to availability
- 20% discount on food and drink at the Library Cafe Bar
- Access to a confidential counselling service