

SEPTEMBER 2026

Thank you for your interest in the post of **ASSISTANT DIRECTOR – Robin Hood and The Merry Mandem**

This pack includes information on Theatre Royal Stratford East, the job description, person specification and details on how to apply. Please read all the information carefully before starting your application. Only relevant information will be considered when shortlisting applicants for interview. You may find it helpful to look at the Stratford East website www.stratfordeast.com for general information on the theatre's policies, current programme and past history.

We would like all applicants to know that if they need additional support during the recruitment process, we are happy to make reasonable adjustments.

Access requirements for the application process

We want to make this application process as accessible as possible and supply large print application packs. We will accept covering letters and CVs in a video or audio format.

We appreciate that some candidates will have needs which mean that it is preferable for them to submit a recorded application, rather than a written one.

Recorded applications should be:

- No longer than 5 minutes, unless longer is needed to meet your access needs
- We welcome application videos in BSL

If you have any specific requirements including anything you might need should you get called for interview (e.g. interpreters, information in different formats etc.), or would like to discuss any aspect of the role in confidence, please contact recruitment@stratfordeast.com.

Please note, any information you provide around your access requirements will not form part of the shortlisting process.

To apply for the position, please send us the following:

- A summary of your Directing credits or other relevant experience. This can be in your preferred format: CV, film or audio.
- Your answer to the question: 'Why are you interested in working on this specific project?'
- When answering we encourage you to tell us about your experiences, skills and interests so that we can understand as much about you and your suitability for the role as possible.
- If you're writing the answer, then please keep it to one side of A4. If it's filmed or recorded, then please keep it to less than five minutes.
- Let us know your access requirements (e.g. Printing on coloured paper, step-free access, BSL interpreter etc.)
- Complete the equal opportunities monitoring form via this link: [Applicant Monitoring Form](#) (optional)
- If you choose to submit a recorded application, please email the recording to recruitment@stratfordeast.com
- If your recorded application can be found online, please send the link to recruitment@stratfordeast.com
- When you are submitting a CV via recruitment@stratfordeast.com, please ensure your full name is part of the file name of the document you upload.
- Please ensure your CV is no longer than 2 pages.

The deadline for receipt of completed applications is **10AM, Tues 29 September 2026. Applications received after 10AM on the deadline date will not be accepted.**

Interviews will be held in-person at Stratford East. Interviews are expected to be held in the w/c 5th October 2026.

We may ask you to carry out a task as part of the interview process. We give as much notice as possible ahead of a task. We are happy to make reasonable adjustments for applicants, if needed, to complete the task.

We look forward to receiving your application and thank you for your interest in Theatre Royal Stratford East.

Theatre Royal Stratford East

Stratford East makes theatre both for, and inspired by, our community in Newham, East London. We continue the political and revolutionary ethos of our founder Joan Littlewood as a leading London theatre and civic hub for East London. We are driven by our art, inclusive and bold. We tell stories that provoke discourse about the world we live in and our place within it.

Stratford East is a producing theatre, built in 1884, in the heart of East London, situated a short walk from Stratford station. We have a proud history and an exciting future. We represent our culturally and socially diverse community in the work we make, the people we employ and our audiences and participants. We tell stories that are current, political and representative of London.

From 1953 – 1979 the theatre was the home of Joan Littlewood's legendary Theatre Workshop Company. The Company received international recognition with their acclaimed productions such as *Oh, What a Lovely War!* and *A Taste of Honey*. Many leading actors, writers and directors have been part of the Theatre Royal Stratford East family including Meera Syal, Barbara Windsor, Don Warrington, Sheila Hancock, Indhu Rubasingham, Tanika Gupta, Roy Williams and Cynthia Erivo.

Under Lisa Spirling's Artistic direction, we present a bold programme of reimagined classics, timely revivals and ground-breaking new work.

Alongside our work on stage, we run a Learning and Participation offer that is accessible and inclusive to all, with the aim to develop creative talent for people of every age. We run a range of programmes to create a lasting impact for our local community which aims to:

- provide routes into the industry, across all theatre departments, with a particular focus on diversifying those coming into the workplace, ensuring the theatre workplace of the future is a diverse and skilled one; and
- provide opportunities to people of all ages to develop their creative talents and engage with the work of the theatre, ensuring that there is a creative outlet to the widest possible constituency.

Governance and Finances

Theatre Royal Stratford East is a registered charity (Charity Name: Pioneer Theatres Ltd) and a company limited by guarantee. Stratford East Trading Limited is a subsidiary of the charity and operates the bar and catering provision. We are overseen by a non-executive Board of Trustees who delegate day-to-day management of the theatre to its Executive Team.

We have an annual turnover of approximately £3.5m and our work is funded through four main sources: grant income from Arts Council England and the London Borough of Newham; box office income; fundraising income from trusts, businesses and individuals; and other earned income which includes commercial hires, catering and front of house sales.

Safeguarding and Safer Recruitment Practises

Stratford East is committed to safeguarding and embeds safeguarding in all of its working practices.

As part of our recruitment process, we ask applicants to agree to undertake a DBS check and complete a self-disclosure form, if applicable to the role.

If required, applicants will need to complete a self-disclosure form if invited to an interview. The completed form should be brought to the interview in a sealed envelope, marked 'confidential'. The envelope will only be opened, and the contents reviewed, as part of our referencing process, if the candidate is successful. All unopened disclosure forms will be shredded.

References are only sought for successful candidates, when referees are approached, we will ask them to assess the candidate's suitability for the role if it involves working with children, young people, and vulnerable adults.

ASSISTANT DIRECTOR – Robin Hood and The Merry Mandem

We are looking for an Assistant Director for this year's pantomime at Stratford East.

Robin Hood and the Merry Mandem is written by Yolanda Mercy and directed by Jade Lewis, with music and lyrics by Robert Hyman. This is a Stratford East production.

About Robin Hood and the Merry Mandem

Stratford is buzzing. The lights are glowing. And deep in the heart of E15, a new kind of hero is taking off their blazer and putting on a hoodie.

Join the Merry Mandem as they zip across East London streets, stations, shops and estates. They roll through Maryland, dodge the Central line rush and keep a close eye on anyone trying to ship them off to that terrible place far, far, away at the other end of the line — a true villain's punishment.

Robin and the crew are taking from the rich, backing the poor, and showing Stratford what happens when everyday people stand together. Expect an East End spectacle to remember, with stunning sets and costumes and rip-roaring comedy, Robin Hood will have you merrily riding off into the night.

Duties and responsibilities include:

- Working in collaboration with the Director and Creative Team to realise the artistic aims of the production.
- Attending, supporting, and participating in production and creative team meetings, rehearsals, technical rehearsals, and preview

performances of the Production up to and including the Press Night Performance, as required.

- Supporting the director and stage-management team with scheduling and overseeing rehearsals.
- Attending and facilitating pre- and post-show questions and answer sessions and outreach events in the absence of the Director.
- Research, preparation, and support during the pre-production period, as required.
- Overseeing understudy/cover rehearsals including the regular understudy/cover rehearsal call during the run and ensuring that the understudies/covers are ready to perform to a professional standard throughout the run of the Production.
- Checking and noting the Production on a weekly basis following the Press Night Performance.

Person Specification:

Experience and Knowledge	Essential	Desirable
Experience working on a professional production (can be of any scale as a director, associate director, assistant director or similar)	X	
Knowledge of production process and practices	X	
Experience of working on at least one professional musical or pantomime production		X
Personal Attributes	Essential	Desirable
Team player who enjoys collaborative working	X	
Demonstrable alignment with Theatre Royal Stratford East's core culture and values	X	
Enthusiasm for theatre and the arts	X	
Someone who is excited by the creative process and interested in working with people of different experiences	X	

Dates and Time Commitment:

The Assistant Director will be required on a full-time basis throughout the rehearsal process, technical rehearsals and previews up to and including Press Night. They will be required to attend at least once a week for noting and supporting the production during the run, on a

schedule to be agreed, as well as leading understudy rehearsals and supporting the understudy/cover process throughout the run.

Schedule:

Rehearsals: 21st Oct 2026

Fit up: w/c 9th Nov 2026

Tech: w/c 16th Nov 2026

First preview: Saturday 21st Nov 2026

Press Night: Friday 27th Nov 2026

Final performance: Saturday 2nd Jan 2027

Fee: £5,000

Please note the above fee is inclusive of any travel and accommodation expenses that may be incurred over the course of this engagement.

Rehearsals, technical rehearsals, and performances will take place at Stratford East, E15.

TRSE is committed to a policy of equal opportunities embracing diversity in all areas of activity and positively welcomes applications from disabled people and people of all ethnicities.