

January 2021

Dear Applicant,

Thank you for your interest in the **Sky Arts Artistic Associate posts.**

We are recruiting for two Artistic Associates to join the Stratford East team for 12 months. The roles are designed for early-mid career creative individuals, with links for East London, as an opportunity to advance a career in theatre. **One of these roles is for an Associate who self-identifies as D/deaf or disabled.**

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.

To apply for the post, please:

- Complete an application form in type or black ink.
- Return the application form and equal opportunities monitoring form by email to recruitment@stratfordeast.com
- Do not submit CVs, as these are not accepted.
- Large print application pack available. Please contact recruitment@stratfordeast.com if you need the information on this position on a different format.

The deadline for receipt of completed applications is **Monday 22 February, 12 noon.**

It is intended that first round of interviews will take place on **Thursday 4 March** and **Friday 5 March.**

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

With best wishes,

Eleanor Lang
Executive Director

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 Nadia Fall's Artistic direction, we present a bold programme of reimagined classics, timely revivals and ground-breaking new work. Nadia's first season included a revival of *Equus*, which received seven 5 star reviews and a

West End transfer, Sir Lenny Henry starred in a critically acclaimed and power rendition of August Wilson's *King Hedley II*, and we engaged over 300 young people in a large scale production of Benjamin Britten's *Noyes Fludde* in collaboration with English National Opera.

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.

Our Mission

- We produce work of the highest artistic quality that is:
 - Popular: Theatre of the highest quality that seeks to move and entertain everyone
 - Political: Work that provokes discourse about the world we live in and our place within it
 - Inclusive: Stories that are representative of our East London home and speaks to a wider London

audience and which strive for an expansive and imaginative portrayal of its diverse communities

- We ensure diversity and inclusion is central to everything we do
- We are investing in our Grade 2 listed building
- We work to be environmentally sustainable
- We nurture and develop our staff
- We create and champion opportunities for a diverse range of artists
- We develop an emerging generation of talent
- We present a year-round participation programme for people of all ages
- We engage with local partners and people in Newham and the East London area

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 Directors chaired by Dame Margaret Hodge MP. The Board delegate day-to-day management of the theatre to its Executive Team: Nadia Fall (Artistic Director and CEO) and Eleanor Lang (Executive Director).

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.

COVID-19

As with many in the theatre industry, our doors are currently closed due to the ongoing Coronavirus pandemic. We closed our doors on 16 March 2020 to the public, and since 20 March staff have been working from home. We have continued to make digital work, and a small amount of live work during this time, and our Learning & Participation team have continued to engage with young people and community organisations. We hope to make work on stage again in the Spring. However, we anticipate that it will be a long time before all staff are back in the building together and before we can make work in a non-socially distanced way.

This job description is written with our current plans in mind, however, in light of the current rapidly changing and unpredictable situation it is possible that priorities might change.

JOB DESCRIPTION

Job Title: Sky Arts Associate Artist

Reporting to: Artistic Director

Main purpose of the Role

The Artistic Associates will work closely with the Artistic Director to generate and develop artistic ideas for Stratford East's programme. They will imagine and support the delivery of creative projects and events, develop new and existing relationships, and support Stratford East's network of freelancers.

Key areas of responsibility

Development of new productions

- Support the Artistic Director in developing new productions and commissions for Stratford East
- Reading scripts and producing script reports
- Support the development of commissioned work and other work in development
- Attend regular Artistic Meetings with the Artistic Director and other Associates
- Support R&D events for works in development

Talent Development

- Feeding back to writers on scripts
- Work with the L&P department and other teams to identify creative freelancers for workshops and talks
- Work with the Agent for Change to ensure that the Artistic team is seeing work by a wide range of D/deaf and disabled artists, and contribute to our database of artists
- Identify and develop emerging talent reflective of contemporary Britain

Industry Development

- Regularly attend new plays, workshops, readings and

showings

- Keep up to date with the work taking place outside of London, in particular potential co-producing theatres and touring companies
- Meeting regularly with TRSE's network of freelancers, ensuring their voices are represented in the organisation

General

- To act as an ambassador for TRSE
- To be familiar with and abide by all TRSE Company Policies including, but not limited to, our Equal Opportunities Policy, Dignity at Work Policy and Health and Safety Policy
- To undertake any other duties as appropriate to the post

PERSON SPECIFICATION

Essential

- Professional experience in a creative role within the arts
- Wide knowledge of theatre work and artists
- Experience of building networks of artists and local interest or community groups
- A local knowledge of the social, cultural, local and political context of East London
- A genuine and demonstrable commitment to maintaining the broadening of cultural diversity, representation and access
- Interest in artist development

Desirable

- Strong knowledge of D/deaf and disabled artists

- Knowledge of the UK theatre sector and the context it is working within

Personal attributes

- Ability to prioritise effectively, and manage your own time
- Good people skills – persuasive, empathic and diplomatic
- Ability to work on own initiative
- Committed to equality of opportunity

INFORMATION

The role is offered as a freelance contract. It is anticipated that the time commitment will be around 6 days a month, for 12 months, but the work is flexible and can be fitted around other work. There will be a couple of regular monthly meetings.

Contract type: 12 months, freelance

Fee: £12,000

Commitment to Equality and Diversity

We actively encourage people from a variety of backgrounds with different experiences, skills and stories to join our organisation. We are particularly keen to hear from people of colour and candidates who self-identify as disabled.

Applications from individuals are encouraged regardless of age, caring responsibilities, disability, gender, gender identity, marriage and civil partnership, pregnancy and maternity, race, religion or belief and sexual orientation.

One of the Associate Artist positions will only be available for a person who meets The Equality Act 2010's definition of disability. The Equality Act 2010 sets out that Employers can specify that they are recruiting for a role only people with the protected characteristic of disability. The Equality Act 2010 defines disability as a person who has a physical or mental impairment that has a substantial and long-term adverse effect on their ability to do normal daily activities.

TRSE is committed to organisational change to normalise the presence of D/deaf and disabled people in our artistic practice. We therefore believe that lived experience of a disability is a requirement for at least one of the Associate Artist roles.