

January 2022

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

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.

How to apply

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

To apply for the post, please:

Enter your details on our online submission form:

<https://hr.breathehr.com/v/sky-arts-associate-artists-20498>

Please upload three documents:

- a CV of no more than two pages, setting out your experience to date
- a covering letter of no more than two pages telling us why you want this role, how you meet the personal specification and why you are interested in working at Stratford East
- the short application form

Applications that do not include all three documents may not be considered.

When submitting your covering letter and CV via our website, please ensure your full name is part of the file name of the document you upload.

Please also complete the equal opportunities monitoring form via this link: [Applicant Monitoring Form](#) (optional)

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 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

If you would like to discuss any aspect of the role in confidence, please contact recruitment@stratfordeast.com.

The deadline for receipt of completed applications is **12 noon, Monday 7 February 2022. Applications received after noon on the deadline date will not be accepted.**

It is intended that initial interviews will take place on **Wednesday 2 and Thursday 3 March 2022.**

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 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 powerful 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 reopened to the public on 2nd June 2021 after a prolonged dark period due to the ongoing Coronavirus pandemic. 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.

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.

JOB DESCRIPTION

Job Title: Sky Arts Associate Artist

Reporting to: Artistic Director

Working with: Senior Producer, Head of Learning & Participation

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.

What we are looking for

The Sky Associate Artist will be a director with some experience of directing work, and an active interest and participation in the wider industry. They will be passionate about the work of Stratford East, and have an understanding of the type of work programmed at Stratford East. They will be interested in talent development and supporting the development of artists, in particular those from a background that is currently unrepresented in the arts.

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

- Work with the L&P department and other teams to identify creative freelancers for workshops and talks
- Take part in events, in particular as part of our talent development programme
- 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, including attendance at TRSE press nights
- 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 as a director
- Wide knowledge of theatre work and artists
- An interest in Stratford East, and the type of work it programmes
- 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
- Knowledge of the UK theatre sector and the context it is working within
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Desirable

- Strong knowledge of D/deaf and disabled artists
- Interest in artist development
- Experience of building networks of artists and local interest or community groups

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

We are looking to appoint two Sky Arts Associate Artists.

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, including on a regular basis Monday afternoon (when Artistic meetings take place).

Contract type:	12 months, freelance
Fee:	£12,000

REPRESENTATION

We are committed to embedding representation, justice and belonging in our organisation.

Over the two years of our Sky Arts Associate Artists scheme, we are seeking to ensure that we address the lack of representation of people from a broad range of backgrounds in creative roles. In particular there has been a lack of representation of people from the global majority, female identifying, trans and non-binary people, and disabled people, so we seek to address this in terms of our workforce.

In year one of the scheme we ensured that at least one of our Associate Artists identified as a disabled person. In year two of the scheme we will ensure that at least one of our Associate Artists is from the global majority. We would also encourage applicants from any underrepresented backgrounds to apply. Please be sure to include any access requirements in your application.

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