**COMMON WEALTH & NATIONAL THEATRE WALES**

**ASSOCIATE DIRECTOR**

**Are you an aspiring theatre director from a working-class background?**

**Do you have an interest in how theatre is made? By who? And who for?**

**Are you making change happen around you? Do you want to make change happen?**

Common Wealth and National Theatre Wales are seeking a theatre director/ theatre maker at an early stage of their career, of any age to work in our organisations.

This new, one year post is part of the Weston Jerwood Creative Bursaries programme which is on a mission to make the arts more representative of the UK. Common Wealth, National Theatre Wales and Jerwood Arts are passionate about making the sector a more inclusive place to work. For this reason, this post is targeted at someone from a lower-socioeconomic background. There is more info later on in this pack about what is meant by ‘lower socio-economic background’. In short, it means someone who might call themselves working-class.

**ABOUT THE ROLE**

In this role, you will work across Common Wealth and National Theatre Wales to:

* Support the creation, development and delivery of theatre productions staged in non-theatre buildings
* Initiate and develop your own creative project with support from Common Wealth
* Work as part of Common Wealth & National Theatre Wales to develop your experience and skills in directing, producing and artistic leadership

The Associate Director will work closely with the Director(s) and Lead Artists of our productions. They will support them to realise the vision for the work whilst gaining crucial insights into the process of creating large scale productions in site-located contexts (including the digital space), with authentic links to local communities.

Responsibilities may include: undertaking research on behalf of the director; support with casting; presence at design, production or planning meetings; taking notes in the rehearsal room on behalf of the director; running lines with actors; supporting stage management with preparation of rehearsal schedules and other basic support tasks. Depending on the project there may also be opportunities to direct particular sections of the production, lead on legacy projects, run participatory workshops or direct community casts.

Additionally, through Weston Jerwood Creative Bursaries programme, you will participate in a professional development programme and be part of a UK wide network of similar posts. More information can be found below.

This role is designed for someone at the beginning of their career, with between two and five years of experience since leaving school. It’s been created with an awareness that you may have faced barriers to work previously so we welcome applications from anyone who may not have taken a traditional route.

Common Wealth and National Theatre Wales are equal opportunities employers and together, we encourage applications from all parts of the community, faiths and backgrounds. In particular we want to appeal to those which are currently under-represented in arts and theatre - including people who experience racism and disabled people. Basically, whoever you are, we want to hear from you.

**We are keen to hear from you if:**

* You are a theatre maker/ director at an early stage of your career based in Wales
* You have experience and interest in initiating and setting up your own grassroots projects inside or outside of the arts
* You are passionate about theatre and social change

**ABOUT YOU**

We are looking for people who have/are:

* A passion for theatre and specifically a hunger for directing and devising live performance
* An interest in learning and developing new and contemporary methods of making theatre
* Skills in communicating creative ideas
* An openness to collaboration
* An interest in found spaces (community centres, warehouses, streets) as places for live performance
* An interest in the work of Common Wealth and National Theatre Wales with a commitment to our vision and values
* Experience of working with people from a range of backgrounds
* Creative and passionate about community development/ organising
* Comfortable working with technology, IT packages and on social media platforms

By the end of the year-long position you will leave with new skills, techniques and tools, a range of new contacts within the industry, a unique insight into the making processes with Common Wealth and National Theatre Wales. Skills gained may include making site specific performance, devising, co-creation and collaborating with artists and communities, artistic leadership, workshop facilitation and working in large & small scale organisations.

**MORE INFO ABOUT THE ROLE (Terms & Conditions)**

This is a full-time job for 1 one year. You will be employed by Common Wealth and work across both organisations.

**Salary:** £19,500 , (1 year fixed contract)

**Hours:** 35 hours per week. General office hours are 10am - 6pm, Monday to Friday (one unpaid hour for lunch), with some weekends and evenings during project delivery.

**Probation period:** Three months

**Annual Leave:** 25 days annual leave plus bank holidays

**Pension:** Employees are automatically enrolled onto Common Wealth’s Workplace Pension (NEST) after completion of a three month probationary period. You can opt out if preferred.

**Place of work:** Common Wealth and National Theatre Wales, Cardiff. For this role the main place of work is Llanrumney Hall, Ball Road, Llanrumney, Cardiff, Cf3 4JJ. During some rehearsals and production delivery, the Associate Director might be required to relocate to other parts of Wales. Due to COVID and local lockdowns both Common Wealth and National Theatre Wales teams are working from home with occasional in-person meetings.

**Travel and accommodation:** There is a travel and accommodation bursary to support the Associate Director’s involvement in productions outside of Cardiff. This will be determined by the demands of each individual production. Common Wealth and National Theatre Wales will strive to help find the best solution to travel and accommodation for the Associate Director whilst working on the production.

**Equipment and materials:** Common Wealth will supply you with all work equipment and materials you need to do this job.

**Additional Support / Resources:**  We want this role to be an opportunity for the widest group of people possible who fit within its criteria. We’re open to a conversation with any applicant about any additional support they might need to fulfill the role and we will be happy to work with them to make the role as comfortable as possible for them. There’s a wealth of useful info on communicating your specific needs here: [https://www.accessdocsforartists.com](https://www.accessdocsforartists.com/) and <http://alexandrinahemsley.com/resources/access-rider-open-template/>

**HOW TO APPLY**

Please send us a copy of your up-to-date CV (max two sides of A4) with:

* Details of your work experience. This should include work experience that is relevant to the post - community organising, grassroots, live performance
* The contact details of two referees who know your work

Plus, a cover letter or short video (max one side of A4, or 3 minutes) telling us:

* Why you think this is the right opportunity to support you and your development at this time and what you hope to get out of the experience?
* What interests you the most about being a theatre director/maker and why it is important to you?
* What interests you about working with Common Wealth and National Theatre Wales and why you feel we’re a good match for you?
* Your connection to Wales; we are focused on the development of theatre and theatre-making in Wales, and want to understand how you feel you can play into that.

Please email your CV and cover letter/video to chantal@commonwealththeatre.co.uk

The deadline for applications is **Tuesday 1st December.** Everyone who has applied will hear from us by **Friday 4th December**, and the shortlisted applicants will be invited to interview **week of 14th December.**

All applicants must complete an anonymous Equal Opportunities Monitoring form. This will help Common Wealth, National Theatre Wales and Jerwood to better understand the reach and fairness of our recruitment process.Please click [here](https://docs.google.com/forms/d/e/1FAIpQLSeDtFwJw_tKmeMRrWPwQecpLEQmP0DndXiUJNGOg2ZZjbRHHg/viewform?usp=sf_link) to complete the monitoring form

**ABOUT COMMON WEALTH THEATRE**

**“The Company who burst open our consciousness” Lyn Gardner, The Guardian**

Common Wealth are an award-winning site-specific theatre company making theatre that encompasses electronic sound, new writing, visual design and verbatim. Our work is political and contemporary. Common Wealth are based in Bradford and Cardiff and make work that tours across the UK and internationally.

Our values are expressed in our name ‘Common Wealth’ which points to the wealth of experiences, stories and imagination in places and communities often dismissed as ‘poor’ or ‘in need’ of cultural development. In being common and in being in common with our audiences, we create riches to share. Our work is rooted in the communities where productions are made and it has international relevance; we have seen the universal nature of the stories we present connect with people across the world.

**ABOUT NATIONAL THEATRE WALES**

The nation of Wales is our stage.

National Theatre Wales collaborate with people and places to make extraordinary theatre that inspires change. From the intimate to the epic, our work is powerful, brave and unexpected. Rooted in Wales, with a global outlook, we are the English-language national theatre of Wales.

National Theatre Wales has staged more than 80 inspirational productions in locations all over Wales, the UK, internationally and online since March 2010.

We usually operate from a small base in Cardiff’s city centre, but we work all over the country and beyond, using Wales’ rich and diverse landscape, its towns, cities and villages, its incredible stories and rich talent as our inspiration.

National Theatre Wales is supported by the Welsh Government and the Arts Council of Wales.

**WORKING FOR NATIONAL THEATRE WALES & COMMON WEALTH**

Every member of National Theatre Wales and Common Wealth’s staff plays a significant role in achieving their Company’s goals. We are all advocates for each Company’s work and ethos, and our staff are encouraged to go and see work, develop networks and connections, introduce new artists and community members and help develop ideas for the future. Attendance at Company meetings and Ideas meetings, and active involvement with NTW TEAM and Common Wealth’s Sounding Board (our programmes that involve a wide range of communities in everything we do) – is a valued part of everyone’s job. Beyond the specific tasks of each job description, these Company-wide activities are a key part of each staff member’s contribution and achievement.

Below is some more information from our partners at Jerwood Arts. It gives a really thorough outline of the Creative Bursaries Programme, who it’s for and how it works.

If you have any questions or would like to talk about whether this job might be for you, please get in touch at rhiannon@commonwealththeatre.co.uk

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**WESTON JERWOOD CREATIVE BURSARIES PROGRAMME 2020-22**

This job is part of a wider programme called the Weston Jerwood Creative Bursaries, which is designed and run by [Jerwood Arts](https://jerwoodarts.org/).

If you would prefer to read a Welsh language version of this text, please click [here](https://jerwoodarts.org/wp-content/uploads/2020/10/Cymraeg-Introduction-to-WJCB-2020-2022.pdf)

If you would prefer to listen to this text, please click [here](https://soundcloud.com/jerwood-arts/english-audio-version-introduction-to-the-weston-jerwood-creative-bursaries-programme-2020-2022/s-kCN7bZhEXnI)

If you would prefer to see an Easy Read version of this text, please click here. [here](https://jerwoodarts.org/wp-content/uploads/2020/10/Easy-Read-Introduction-to-WJCB-2020-22.pdf)

Who are we and what do we stand for?

Jerwood Arts is an independent arts funder, and we work with early-career artists, curators and producers to help them gain access to opportunities, collaborate with other artists and get ideas and projects off the ground. Sometimes we work with artists directly, and sometimes we work with organisations.

Together with the organisation you are considering applying to, we also advocate for the arts and cultural sector to be a more equitable and inclusive place to work. There is a wealth of information, data and academic research about the lack of diversity in the arts, and artists and arts workers continue to face exclusion based on their class origins, ethnicity, disability, gender, and other elements of their background, identity or experience. We think the system is broken, and that [positive action](https://www.equalityhumanrights.com/en/advice-and-guidance/employers-what-positive-action-workplace) combined with deep work by organisations is the only way for this to change. For this reason, the Weston Jerwood Creative Bursaries programme is only for those from lower socio-economic backgrounds. It is also an Arts Council England Transforming Leadership programme, which is looking to nurture future leadership in the arts.

What is a lower socio-economic background?

If you are from a lower socio-economic background, you will most likely have been to state school, might have received free school meals as a child, or had a precarious household income when you were growing up. You might have grown up in the care system, been a young carer, or been the first in your family to go to university. Other terms people from a lower socio-economic background might identify themselves with are working-class or benefit-class. If you are from a lower socio-economic background you are more likely to face intersecting barriers in society, experiencing racism, ableism and other forms of discrimination. You can find out more about socio-economic diversity and the actions we are advocating for in this [Toolkit](https://jerwoodarts.org/projects/weston-jerwood-creative-bursaries-2017-19/toolkit/).

How it works

The programme funds year-long salaried jobs in arts and cultural organisations, as well as providing links to wider professional and pastoral guidance where it is needed. It seeks to interrogate and remove barriers to entry and enable people to build careers in the arts with confidence and support. Over 2020-2022, we are funding 50 jobs across a range of art forms – you can read about the full list of opportunities [here](https://jerwoodarts.org/apply-weston-jerwood-creative-bursaries/)

What will you get from the programme beyond the job?

● **Fellows Network**: If you get this job, you will become part of a network with 49 other artists, curators and producers from lower socio-economic backgrounds. We call this a network of ‘Fellows’. You will all be near the beginning of your life as professional artists and creatives, starting new jobs within three months of each other. It is likely that you might have faced similar and interconnecting barriers to working in the arts previously. Navigating institutions and new professional contexts can be tough, but you won’t be doing it alone. In the past the network has produced friendships, artistic collaborations, theatre companies and a sense of community.

● **Professional Development:** Fellows will join the Professional Development programme led by [**people make it work**](https://www.peoplemakeitwork.com/), which will provide support and training and will be co-created with you. This means that we will tailor the content to your needs, challenges and ambitions and work with you to ensure you learn exactly what you need to support your professional development. A key feature of this will be establishing the Fellows Network for shared learning. This programme will be delivered online, and we hope that at the end we can hold an event that brings the Fellows together in a physical space. The programme will take place over a series of live digital meetings that will enable you to get to know each other, meet and learn from alumni and share your experience of starting your new roles. These sessions will respond to your needs in terms of skills development and we imagine that some of the workshops might include networking and career progression, training as a freelancer, public speaking, CV writing and navigating organisations.

● **Mentor**: You will get a mentor(outside your Host organisation)to work with during your Fellowship. Who they are is completely up to you, and we will pay for their time. You’ll also receive guidance from [**Arts Emergency**](https://arts-emergency.org/)who have significant experience in how to identify and make the most of a mentor.

● **Progression**: Throughout the programme, you’ll be supported by your Host organisation and Jerwood Arts to help you work out your next steps after the year is over. This might be coaching, support with future job and funding applications, introductions to programmers and funders, or simply advice and encouragement. Jerwood Arts can provide £1,000 of additional funding specifically to support your own creative projects, research and collaborations towards the end of your time on the programme.

● **Feedback:** We’ve run this programme three times over the past decade (you can hear about other peoples’ experiences of the programme [here](https://jerwoodarts.org/projects/weston-jerwood-creative-bursaries-2020-22/stories/)). Each time we learn more about what works and what doesn’t, so you will be encouraged to speak to both Jerwood Arts and your Host organisation if there’s anything you’d like us to reflect on, build on or change to improve it for you.

If you love the sound of the job but have questions about the Weston Jerwood Creative Bursaries programme as a whole, you’re welcome to contact Sarah Gibbon, Project Manager at Jerwood Arts, confidentially on sarahg@jerwoodarts.org or 07944 903989 in advance of making an application.

Please note that if your questions are specific to the job role or the application process, these should be directed to the organisation you’re applying to. You should find information about who to contact within the job pack.

*The Weston Jerwood Creative Bursaries 2020-2022 programme is designed and produced by Jerwood Arts. It is funded and supported by Arts Council England’s Transforming Leadership Fund, Garfield Weston Foundation, Art Fund, Arts Council of Wales, Creative Scotland, British Council, Jerwood Arts and PRS Foundation.*