



**JMK**  
Trust

*in memory  
of James  
Menzies-Kitchin*

## **JMK Director Practitioner Recruitment**

### **About Us**

The JMK Trust exists to find and support talented theatre directors around the UK through our annual JMK Award, Regional Programme and Assistant Director Bursaries.

The JMK Trust was founded in memory of James Menzies-Kitchin, a promising theatre director who died suddenly and unexpectedly at the age of 28. Since 1997 the Trust has discovered and nurtured a new generation of visionary young directors whose work and influence can be seen throughout the British theatre industry.

Our vision is that theatre directing in the UK should be open to all, and that diverse potential leaders should be identified and supported, irrespective of their background.

The JMK Award is an invaluable opportunity which enables its winner to direct a full-scale, fully resourced production with a full production run at an acclaimed London theatre.

Our Regional Programme is delivered around the UK. We have set up groups for young and emerging directors at regional theatres; providing free access to workshops, training and networking opportunities and enabling people to engage with theatre directing where there are limited opportunities or where their location or financial situation prevents them from accessing training.

The Regional Assistant Director Bursary was launched to strengthen this offering, giving regional emerging directors access to practical experience by assisting on a production at their local venue. The project has already led to both applicants and recipients continuing to find new opportunities and develop their careers.

We are recruiting four Director Practitioners to run our Regional Programme. Each will be responsible for several venues each as follows:

Traverse Theatre Edinburgh and Northern Stage Newcastle  
HOME Manchester and West Yorkshire Playhouse  
Royal & Derngate Northampton and Birmingham Rep  
Salisbury Playhouse, Reading Rep and Nuffield Southampton Theatres

### **Director Practitioner Job Description**

Each of the Director Practitioners will be responsible for running the Directors' Groups at their venues up to end of March 2019. This will include planning and delivering a programme of workshops and residencies, mentoring and bursary recruitment as necessary (some venues have already recruited their bursary recipients for this period).

### **Communication and Development**

- Maintaining relationships with your regional venues, including regular, effective communication with relevant personnel and ensuring the workshop/residency programme operates alongside the venue's own programming and existing staffing structure;

- In partnership with host venue, or independently, establishing links with other key local organisations to develop the reach and facilitate increased access to the programme;
- Regular effective communication with JMK General Manager, Fundraising and Marketing Administrator and fellow Director Practitioners, sharing learning and best practice;
- Collaborating with each venue to publicise and maximize attendance at all regional programme events;
- Maintaining, investigating and developing relationships with existing and potential regional funders or donors;
- Use the JMK network and social media to maintain and extend relationships with participants, diverse future participants, funders and other venues offering opportunities;
- Identify and publicise other regional and national development opportunities to participants working with the Fundraising and Marketing Administrator.

### **Workshops and Residencies**

- Setting up, coordinating and/or delivering at least 3 workshops and a residency at each of your venues between May 2018 and March 2019 tailored to the existing group's development needs, the theatre's programme, your own specialisms and the long term growth of the group;
- Keeping to the budget for the programme for this period;
- Establishing links with, inviting and scheduling leading external practitioners for the residencies and/or one of the workshops as appropriate and keeping to budget on this;
- Working with each venue to provide additional learning opportunities - offering free or reduced-priced tickets for performances and events, resident or visiting artists to give talks or lead workshops for the groups;
- Collecting and collating feedback from participants after workshops and residency at each venue and sharing with our Fundraising and Marketing Administrator.

### **Bursaries**

- Coordinating the bursary at each venue working with the staff there and JMK General Manager, identifying how to tailor the bursary to the individual requirements of the venue;
- Refining the job specification and work with each venue to agree selection process and ensure the bursary is publicised accurately and effectively with the support of the Fundraising and Marketing Administrator;
- Convening and attending the interview panel for the bursary and ensuring equality of opportunity for those who apply;
- Monitoring the progress of the bursary winner on both the show they are attached to, and as an in-situ group leader/liaison for all ongoing group meetings;
- Providing, if required, additional guidance and support during the production period of the show the recipient assists on;
- Providing follow-up mentoring support for each bursary recipient, and potentially past recipients;
- Evaluating the bursary with the recipient and host venue at the end of the bursary and write a report for Trustees/venues/funders;
- Collating information and sharing this with the Fundraising and Marketing Administrator about who applied for bursary posts and who was interviewed. You will work with the Fundraising and Marketing Administrator to keep a record of who is attending which sessions and the impact this is having on their development.

## Person Specification

<b>Essential</b>	
Strong track record of working as or with professional theatre directors – at least four years of experience	
Demonstrable commitment to developing own or others' practice as a theatre director, keeping abreast of different approaches to process and product	
Experience in delivering workshops with clearly identified, measurable learning aims, monitoring their outcomes and success	
Literacy, computer literacy, and numeracy appropriate to the requirements of the post	
High level communication skills (written and spoken) and an excellent manner when dealing with stakeholders and industry colleagues	
Experience in facilitation and delivery of projects as well as project management	
A pro-active and positive approach to solving problems	
Ability to work independently, self-manage and motivate on an on-going basis	
Ability to travel to venues	
Ability to set and meet appropriate targets, identify how to monitor effectiveness of own work as well as the regional programme itself at each of your venues	
Ability to book, manage and keep simple expense accounts for own travel and occasional accommodation	
Up to date knowledge of the industry, with specific interest in current opportunities for emerging theatre directors	
Regionally based - living and working close to your partner venues with a strong connection to that region	

<b>Desirable</b>	
Passion for and commitment to inclusivity and reaching diverse theatre makers, encouraging encounters with classic plays	
Experience in venue-based working, liaising with personnel in different departments	
Experience of awards or competitions or being on a selection panel	
Experience of working as a theatre director	
Experience or qualification in post compulsory education	
Evidence of on-going career development	
An interest in and experience of access issues	

## **HOURS OF WORK**

Freelance, flexible contract to fit around yours and the venues' schedules between beginning of May 2018 and end of March 2019.

The time commitments below take into account the proposed programme for each venue and bursary recruitment where necessary.

Traverse Theatre Edinburgh and Northern Stage Newcastle – 16 days  
HOME Manchester and West Yorkshire Playhouse – 16 days  
Royal & Derngate Northampton and Birmingham Rep – 16 days  
Salisbury Playhouse, Reading Rep and Nuffield Southampton Theatres – 25 days

## **FEE**

Traverse Theatre Edinburgh and Northern Stage Newcastle – £2400  
HOME Manchester and West Yorkshire Playhouse – £2400  
Royal & Derngate Northampton and Birmingham Rep – £2400  
Salisbury Playhouse, Reading Rep and Nuffield Southampton Theatres – £3750

Travel expenses (and accommodation if necessary) will be reimbursed in addition to the fee.

## **APPLICATION PROCEDURE**

To apply, please email a copy of your curriculum vitae, accompanied by a supporting statement, which sets out clearly your interest in this post, and why you are suitable for it, referring to the job description and person specification, to: [jo@jmktrust.org](mailto:jo@jmktrust.org). Please complete the Equal Opportunities Monitoring Form too and email with your application.

For an informal chat about this post email Jo [jo@jmktrust.org](mailto:jo@jmktrust.org) to arrange a time to talk.

Closing date for applications: Friday 20<sup>th</sup> April

Interview date: during week of 23<sup>rd</sup> April tbc

Start date: w/c 30<sup>th</sup> April.