

Assistant Director Bursary opportunity:

Overview:

Birmingham Repertory Theatre and the JMK Trust are looking for an Assistant Director, locally rooted in or around Birmingham, to undertake a **placement** at The Rep.

At the heart of this placement is the opportunity to be the Assistant Director for the Rep's Christmas production for early years playing in The Door and community tour of ***Little Red Riding Hood*** directed by Caroline Wilkes, Associate Artist of the Rep.

The successful candidate will be the recipient of a JMK Bursary, generously supported in memory of Bob Carlton, and will have the opportunity to work exclusively on the production through rehearsals, supporting the production creatively and practically and monitor performances during the run. Followed by performing Assistant Director duties including workshop facilitation on tour around libraries and community venues across the West Midlands.

ABOUT THE ORGANISATIONS:

BIRMINGHAM REP

Birmingham Rep is the oldest building-based theatre company in the UK, and the forerunner of both the RSC and the National Theatre. The Rep has an unparalleled pioneering history and is the only producing theatre in the UK's Second City. It has been at the forefront of theatre in the UK for over 100 years.

The Rep's mission is to create artistically ambitious popular theatre - world class, for everyone. The commissioning and production of new

work lies at the core of The Rep's programme and over the last 15 years the company has produced more than 130 new plays. As well as presenting over 60 productions on its three stages every year, the theatre tours its productions nationally and internationally.

The Rep's acclaimed learning and outreach programme is one of the largest and most diverse of any arts organisation in the country. The Rep has nurtured new talent throughout its history - from Laurence Olivier and Peter Brook to its modern-day youth theatre, and the ground-breaking Rep Foundry theatre-makers programme, it has offered opportunity and training for thousands of early career writers, directors, and artists.

You can find out more about us on our website: www.birmingham-rep.co.uk.

THE JMK TRUST

The JMK Trust is a small arts charity that commemorates the director James Menzies-Kitchin who died suddenly and unexpectedly at the age of 28. Through the JMK Award, a National Programme of free workshops & development opportunities, and an Assistant Director Bursary scheme, the Trust encourages early career directors in the same spirit of enterprise, vision and inspiration that James embodied. www.jmktrust.org

BOB CARLTON BURSARY

Bob Carlton was a writer and theatre director from a working class family in Coventry. We are delighted that Bob's family have chosen to fund several assistant director bursaries in his memory in partnership with JMK.

To find out more about Bob, please visit: www.jmktrust.org/jmk-bob-carlton-bursary/

ABOUT THE ROLE:

KEY DATES

First day of rehearsals – Monday 13 November 2023

Technical rehearsals – w/c 4 December 2023

Preview 1 – Thursday 7 December, 3pm

Press Performance – Saturday 9 December, 3pm

Final performance at The Rep – Sunday 6 January 2024

Library Community Tour Week 1 – w/c 15 January 2024

Library Community Tour Week 2 – w/c 22 January 2024

Library Community Tour Week 3 – w/c 29 January 2024

Library Community Tour Week 4 - w/c 5 February 2024

The tour then continues, however the Assistant Director is not required full time as no workshops are being delivered. We would welcome a discussion about show watches (based on the Assistant Director's availability) for these final 2 touring weeks.

Library Community Tour Week 5 – w/c 12 February 2024

Library Community Tour Week 6 – w/c 19 February 2024 (to be confirmed)

The Assistant Director will need to be exclusively available to the production from **Monday 13 November** through to **Saturday 9 December 2023**. They will be required for 2-3 days during the run at the Rep for a show watch and tour rehearsal (dates TBC).

From w/c **15th January 2024** the Assistant Director will tour (maximum 6 days per week) with the production around libraries

and community venues in the West Midlands. They will be responsible for delivering the 30 minute pre-show Arts & Craft Workshop for young audiences in libraries (4 weeks of the tour only, see above) and work closely with the Company Stage Manager to support the smooth running of the production on tour. They will travel in the tour van with the CSM to each community venue.

ABOUT THE PRODUCTION

Little Red Riding Hood builds on the success of *Jack and the Magic Beanstalk* (Christmas 2022) and is written by Katherine Chandler and directed by Associate Artist of the Rep, Caroline Wilkes.

This fresh look on the children's classic fairy tale is a Rep Original production and is being created especially for children aged 3 to 6 years old. The show takes place in The Rep's most intimate performance space, The Door, offering a perfect introduction to theatre and a special experience for young audiences. The production will work with actor-musicians, integrated Makaton and other storytelling techniques to engage and delight our youngest audiences. Little Red Riding Hood is being made as a Green Book show (baseline standard) in line with the Rep's sustainability commitments.

You can see more information about last year's production, Jack and the Magic Beanstalk by clicking here - <https://www.birmingham-rep.co.uk/whats-on/jack-and-the-magic-beanstalk/>

KEY RESPONSIBILITIES

As Assistant Director on this production, it is anticipated that your key duties will be to:

- Supporting the Director through the pre-production, rehearsal process, aiding the smooth running of the production
- Support the requirements of the rehearsal room to note take, leading rehearsals when required, delivering written and video records of progress, liaising with creatives, stage management and production to assist with scheduling rehearsals and calls and other tasks as requested
- Support the creative, producing and technical teams to ensure effective and efficient lines of communication between departments
- During the community tour the Assistant Director will be responsible for ensuring the quality of the production is maintained, watching and noting performances
- Support the smooth delivery of accessible performances during the run and the smooth-running of press, marketing and educational events associated with the production
- Taking an active role in contributing to the good welfare of the company, helping to build a creative and accessible environment in which everyone is empowered to do their best work
- Other reasonable duties to aid the smooth running of the production

WHAT'S THE DEAL?

FEE: The successful candidate will receive a bursary of £2,700 from JMK, to cover work at the Rep, delivered until the press performance: Monday 13th November to Saturday 9th December incl.

Day rate in-between Rep and Community tour: £125 per day

Community touring weeks: £675 per week x 4 weeks

CONTRACT: This is a freelance contract. You will be contracted as self-employed and be responsible for paying your own tax and National Insurance contributions.

DATES & HOURS OF WORK: You need to be available for all (or the majority) of the dates **Monday 13th November until Saturday 9th December 2023** and the **key dates** as detailed above, including attendance on tour from w/c 15th January 2024 to w/c 5th February. We anticipate that this will be a full-time role but there will be a level of flexibility to support the candidate. Hours will mostly follow rehearsal hours and are TBC. As a part of the contract, you will be expected to attend previews and the press performance. If you are required to work any evenings (which is unlikely for a children's production, excluding technical rehearsals) this will be determined by Birmingham Rep. There will be travel involved in this role as part of the tour and where this is the case, travel this will be provided in the company vehicle by Birmingham Rep.

During the placement, your line manager will be Producer, Hope Ward-Brown; you will also be supported by the Director, Caroline Wilkes.

WHO WE ARE LOOKING FOR:

- **We are looking for a West Midlands-based Assistant Director who is at the early stages of their career.**

We define Early Career as someone who has started their career as a director and has a little bit of professional experience. They might have made some of their own work, undertaken some director training, and/or worked as an assistant director on other shows.

- **You must be based in West Midlands** (within an hour of Birmingham) **and able to commute daily into Birmingham Rep.** This is because Birmingham Rep are committed to nurturing our local ecology, so even if you are happy to commute from further afield, you are not eligible to apply for this role

- Someone who is looking to develop mid-scale experience and grow their involvement, understanding, network and responsibilities within a building based theatre organisation
- Someone who is organised, confident, flexible, calm and approachable
- A good team player who is willing to work collaboratively (creatives, actors, stage managers and staff at Birmingham Rep)
- Someone who is supportive, engaged, interested, playful, passionate and open
- Someone who is willing to learn
- Someone who is interested in creative engagement and access within theatre
- Interest or experience of working on productions for children or young people
- Interest or experience working with actor musicians, puppetry, Makaton or accessible communication techniques in performance
- Interest or experience of community touring and non-traditional performance spaces
- Experience or interest in facilitation

At the Rep we want our work to be culturally informed and accessible to all. We welcome applications from candidates who identify as D/deaf & disabled/neurodiverse and global majority communities.

WHAT SUPPORT IS IN PLACE IF YOU ARE SUCCESSFUL

- You will be line managed by Hope Ward-Brown and supported by Caroline Wilkes.
- We can support you with any access requirements you might have and have lots of experience in Access to Work applications. We will endeavour to ensure that all activity takes place in wheelchair accessible spaces. Access support might include:
 - A BSL Interpreter
 - Closed captioning for Zoom sessions (planning meetings etc.)
 - Correspondence in a particular format and provided ahead of time
 - A visit to the venue to familiarise yourself with the space
- The Assistant Director will agree to abide by and benefit from the Rep's standard policies and procedures including but not limited to, safeguarding, health and safety, dignity at work

HOW TO APPLY

To apply, please submit your application via the JMK website here:

<https://www.jmktrust.org/apply-birmingham-rep-bob-carlton-assistant-director-bursary/>

You can upload your application either written or as an audio or video recording in English or BSL. We're interested in what you say rather than how you say it. A covering letter (no more than 1 side of A4, or 3-minute recording) outlining what specifically interests you about this project and why you believe you would be a good candidate. This can take the form of a written cover letter, audio or video recording. Please communicate with us in a way that suits you best.

We'd like you to tell us the following things:

- We want to hear about you. Tell us a short amount about yourself, what you're interested in and what you have been doing in your career to date.
- Explain why you think you might be the right person for the opportunity. Think about the 'What we're looking for' and 'About the Role' sections above when answering this question.
- Tell us why this opportunity would be exciting or useful for you. We want to understand how this opportunity at Birmingham Rep could support your professional development.
- Tell us why you are interested in working with Caroline Wilkes on *Little Red Riding Hood*.
- Share two or three educational or career achievements you'd like to tell us about. They do not all have to be connected to the theatre industry.

The deadline for this application is **Tuesday 29th AUGUST at 10am**

Interviews will be held on **Thursday 14th September**

NB: JMK have a small amount of money available to cover any support costs in order for you to write your application or enquire more into the role. Please contact Rowan on rowan@jmktrust.org to discuss your requirements.