

Could you be our new ...

Associate Director

An exciting development opportunity for an early career theatre-maker

We're looking for a theatre-maker to join our team and get involved in both the work we produce and present in our theatre space/s and the projects and participation activities we're developing with artists, communities and young people in Devon.

- You're likely to have 2–5 years experience
- You'll have experience of working with professional artists and communities
- You could be working predominantly in live and/or digital performance
- You're committed to increasing diversity/representation within theatre
- You're determined to develop your career within the arts
- You're keen to work in the South West

There continues to be a significant lack of diversity across the arts, with a pressing need to provide progression routes for talented people from backgrounds that are under-represented. Exeter Northcott Theatre is committed to playing its part in addressing this by putting inclusion at the heart of our recruitment processes, finding new ways to share the power and resources we have at our disposal, and fostering a working culture that is welcoming for all our team.

We actively encourage people with different backgrounds and skills to join us and positively impact our teams and working practice. We are particularly keen to receive applications from those experiencing barriers due to their socio-economic background and from people of African and Caribbean heritage, people of South Asian, East Asian and South East Asian Heritage, D/deaf and disabled people or LGBTQ+ people.

We recognise that people don't fit into tick boxes, and that lived experience happens at the intersection between multiple characteristics and circumstances, but for this role we're working with **Weston Jerwood Creative Bursaries 2020-2022** to specifically support theatre makers from lower socio-economic backgrounds, which could mean a combination of:

- You attended only state-funded school or college
- You were eligible for free school meals at secondary school
- You were the first generation to attend higher education in your family

- You grew up in a household where, at age 14, the primary care giver held an occupation that can be described loosely as –
 - Unemployed / never worked
 - Routine manual and service occupations –
eg van driver, cleaner, porter, waiter/waitress, bar staff
 - Semi-routine manual and service occupations –
eg postal worker, security guard, machine worker, receptionist, sales assistant

If this sounds like your experience and your background, and you're interested in playing a part in our development, then we want to hear from you!

Please note that you will also need to:

- Have the legal right to work in the UK
- Not be in full time education (12 hrs or more of formal study a week)

This is a full-time role, but we welcome applications from candidates who would need a more flexible working pattern, for example due to caring responsibilities or access requirements.

This is a fixed term role, funded by Weston Jerwood Creative Bursaries for 12 months.

All D/deaf or disabled directors/theatre makers who demonstrate that they meet the essential criteria will be invited for interview.

Terms & Conditions

Salary:	£20,000 per annum
Working Hours:	39 hours per week, including evenings and weekends
Contract Duration:	12 months
Holiday:	24 days plus 8 statutory holidays per annum

Application Process & Follow Up

As part of our commitment to inclusion we're working to widen the pool of people who hear about vacancies at the Northcott and make the process of applying for a job at the theatre as straightforward as possible, so we're trying something a bit different for this role:

STAGE #1 –

No application forms or CVs - we're just asking all candidates to click on the **Apply Now** link for this vacancy on our website and upload a written and/or a video/audio response to the same three questions so you can tell us about yourself and what makes you tick as a theatre maker:

- ❖ Tell us about two creative projects you've played a key role in – one with a community?
- ❖ Tell us what support you think you need now to help you take the next step in your career?
- ❖ Tell us about yourself and your lived experience of socio-economic and other barriers?

Contact us at jobs@exeternorthcott.co.uk if you wish to submit in a different format

Closing Date for STAGE #1 applications – Monday 30th November at noon

STAGE #2 –

We'll get back in touch as soon as possible to let you know whether you've been longlisted. Longlisted candidates will be asked to provide a full CV & the contact details of two referees.

STAGE #3 –

We'll get back in touch as soon as possible to let you know whether you've been shortlisted. Shortlisted candidates will be invited to a socially-distanced interview at the Northcott Theatre. **Interviews will be held w/c 14th December**

STAGE #4 –

We'll get back in touch as soon as possible to let shortlisted candidates know the outcome. All shortlisted candidates will be offered 1-2-1 feedback at a mutually convenient time.

NB

We'll pay travel expenses for candidates invited to interview.

When we invite candidates to interview we'll ask if they have any access needs.

Frequently Asked Questions

What's happening at the Northcott?

Exeter Northcott has established itself as a key regional centre for theatre and the performing arts, with a programme of drama, dance, music, opera, musicals, family shows and comedy that attracts around 100,000 people a year. In recent years we've also begun to develop a thriving programme of projects & participation with artists, communities and young people.

As we look to navigate our way out of the current Covid-19 lockdown and back to 'normal' levels of activity, we've got an opportunity to reach out to a much more diverse cross section of the population we serve, with a new focus on supporting other people's creative projects, and to bring theatre production capacity back to Exeter, by supporting more new work being made in Devon to feature within our programme.

We're also currently working on the development of plans for a new city-centre creative hub for emerging artists, young people and communities.

If I get the job, who will I be working with?

The plan is that you will work directly with our Artistic Director & CEO, supporting him in the planning and delivery of both in-house productions and our programme of visiting work. We also expect that you will work closely with our Projects & Participation team, collaborating on the delivery of a wide range of participatory and engagement projects and activity. And, beyond these key working relationships, you'll also quickly become part of the wider team, and since there are only just over 20 of us you'll get to know everyone pretty soon.

What existing projects will I get involved in?

Although plans are shifting quite quickly at the moment, as we respond to the latest developments in the Covid-19 situation, we hope to be producing a number of in-house shows

through Spring/Summer 2021, including a collaboration with University of Exeter and a Community Show; working with a diverse range of emerging South West artists and companies and hosting the Exeter Fringe Festival; commissioning a number of artists to be working in/with under-represented communities; and piloting a range of new work with young people.

What space will there be to develop my own work?

We're really keen to see the person who comes into this role developing their own work as well as learning through working in support roles and/or contributing to existing projects. The likelihood is that the space for this will happen during the second half of the placement to allow time for planning etc, but we're determined you get to make work you can call your own.

What professional development opportunities can you offer me?

In addition to the opportunity to work alongside a range of established professional artists and facilitators within the delivery of the Northcott's creative programme, and mentoring support as you create your own work/lead your own projects, we will identify other learning/shadowing opportunities that support your career aspirations, both within the Northcott and potentially in partner theatres/companies in the South West.

As part of a national programme (there will be 50 Jerwood Fellows working in creative and cultural organisations across the UK during 2021) you will also be supported with mentoring and networking opportunities provided centrally by Jerwood Arts – see below.

Who'll be making decisions about this appointment?

We've assembled a panel with a diverse range of perspectives to help us identify the right person for this development opportunity:

Daniel Buckroyd – Artistic Director & CEO, Exeter Northcott Theatre

Alix Harris – Artistic Director, Beyond Face Theatre Company

Emma Stephenson – Director of Finance & Operations, Exeter Northcott Theatre

Lauren Walsh – Northcott Futures participant & former Jerwood Fellow

Oct 2020

Weston Jerwood Creative Bursaries Programme 2020-22

This document is available to read in [Easy Read format](#), listen to as [an audio recording](#) or watch in [BSL video](#).

Cymraeg

Os byddai'n well gennych chi ddarllen fersiwn Cymraeg o'r testun hwn, cliciwch [yma](#).

Os byddai'n well gennych chi wrando ar y testun hwn, cliciwch [yma](#).

Os byddai'n well gennych chi weld fersiwn Hawdd i'w Ddarllen o'r testun hwn, cliciwch [yma](#).

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

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 organisations like the one 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](#) 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 low 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 low socio-economic background?

If you are from a low 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 low socio-economic background might identify themselves with are working-class or benefit-class. If you are from a low 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 inclusion, and the actions we are advocating for, in this [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](#).

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 low 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](#), 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](#) 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](#)). 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.

**JERWOOD
ARTS**



Supported using public funding by
**ARTS COUNCIL
ENGLAND**



Art Fund_



**ARIENNIR GAN
Y LOTERI
LOTTERY FUNDED**



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, The National Lottery through Creative Scotland, British Council, Jerwood Arts and PRS Foundation