

Job Description: Associate Director

Salary: £30,555 plus relocation allowance of £2000

Summary

We are looking for a skilled creative leader to embed themselves in our organisation and community for 18 months. They will be the Associate Director on 3 major productions, lead our young company throughout the engagement, and make a significant contribution to community engagement, artist development and programming discussions at Theatre by the Lake. They will support the progression of Theatre by the Lake's artistic vision and provide vital support to the Artistic Director and producing team.

The Associate Director will report to the Artistic Director and Joint-CEO.

Core Responsibilities

1. Associate Director on productions

- To be the Associate Director on:
 - A new play (to be announced in May) by Hannah Khalil, directed by Artistic Director, Liz Stevenson. This will involve directing a large community cast.
 - *A Christmas Carol*, adapted and created by Goblin Theatre, directed by Andy Barry. This will involve rehearsing swings and maintaining a long run of our much-loved family Christmas show.
 - A new adaptation of a classic novel, directed by Liz Stevenson, a co-production with Stephen Joseph Theatre, The Octagon Bolton and The New Vic theatre (TBC). This will involve leading on transfers to each venue and supporting the company during a long run.
- Support the director in rehearsals, running warm-ups, giving notes and supporting the wider creative team, stage management and cast as required
- Support the cast and creative team to put emergency cover scenarios in place
- Contribute to community engagement, development and communications activity around productions

2. Community Engagement and Artist Development

- Lead our young company of 14-18 year olds in weekly youth theatre sessions throughout the engagement. This will start with building skills and confidence in weekly evening sessions, before directing a new production of an NT Connections play for the NT Connections festival in April 2027. They will also visit other participating youth groups across Cumbria, delivering workshops in their setting and developing new and existing relationships and strengthening the impact of our partnership with NT Connections. (The Associate Director will be closely supported by the Assistant Producer, who will produce the NT Connections festival and co-ordinate, support and administrate youth theatre activity).

- Co-create and deliver artist development festival Cumbriafest 2027 with the artistic team, supporting and developing local artists, hosting events and where relevant directing workshops and rehearsed readings as part of the festival
- Lead workshops, post-show Q&As, Relaxed Performances or community outreach activity on behalf of the theatre as required
- To ensure the safety of children and young people in accordance with TBTL's safeguarding policy and procedures

3. Artistic

- Take an active role in programme development; reading plays, working on dramaturgical development of new plays and contributing to programming meetings
- Representing the theatre at external events locally and nationally as required
- Meeting creatives and stakeholders as required on behalf of the Artistic Director

Person Specification

Essential

- **Directing:** A mid-career director, with a demonstrable track record of directing work (This can include work with young people). Experience of touring or transferring productions.
- **Associate Directing:** Experience as an Associate/Assistant director role, able to support directors and companies, give constructive notes, support rehearsals and deputise where necessary.
- **Leadership:** An effective leader with a demonstrable interest in creative leadership.
- **Communication:** Exceptional verbal and written communication skills and the ability to engage, inspire and motivate a wide range of people.
- **Proactive, organised and self-sufficient:** Able to manage a busy and varied workload and work effectively and calmly under pressure.
- **Adaptability:** Ability to work flexible hours, including evenings, weekends, and travel for touring productions.
- **Youth Theatre:** Experience of working with young people is essential; building confidence, skills and a strong sense of team-work. Able to deliver a high quality youth theatre production within set parameters.
- **Community Engagement:** Able to engage a diverse range of communities and embody Theatre by the Lake's vision and values
- **Artist development:** Able to inspire, support and collaborate with artists from a wide range of backgrounds and with a wide range of experience levels. Able to provide dramaturgical support and give supportive, constructive and insightful feedback to emerging artists.

- **Programming:** A knowledge of the canon, new writing and the wider theatre industry context, able to contribute to programming discussions and suggest ideas in response to our artistic vision and our artistic aims
- **Alignment with our vision and values:** A genuine desire to work in regional theatre, develop audiences and respond to our artistic vision. A demonstrable commitment to inclusive practice.

Desirable

- Experience of directing community casts
- Experience of rehearsing swings/understudies
- Experience of working in regional theatre
- Experience of developing writers, emerging artists and companies
- Experience of developing new plays

Enhanced DBS check will be required.

Two references will be taken up upon appointment, one of which must be able to provide a reference in relation to your work with young people, in line with our Safeguarding policy.

TBTL actively encourages applications from under-represented backgrounds, including Deaf and disabled artists, artists from the global majority and those from working-class or low socio-economic backgrounds.

RECRUITMENT TIMELINE

Application deadline – by 9am Tuesday 26th May

Online interviews - 1st June

In person second-round interviews - Monday 8th June (PM)- in person at TBTL (Travel costs will be reimbursed.)

Start date 10th August

We would also ask the Associate Director to work the following days in advance of the contract (fee, travel and accommodation would be provided).

Saturday 4th July – Audition/workshop day for community cast

Evening of Mon 6th July – Audition/workshop day for community cast