

11 September 2018

Dear Applicant,

Post of Artistic Director

Thank you for your interest in the post of Artistic Director for ATC.

Please find enclosed for your information:

- Application Pack
- Equal Opportunities monitoring form

Please apply by sending:

- Your up-to-date CV
- A covering letter (no more than 2 pages), outlining your skills and experience in relation to the job description and what you would bring to the role
- A completed Equal Opportunities form

Please send your application to recruitment@atctheatre.com, quoting Artistic Director in the subject line.

The deadline for applications is midday on Monday 22 October 2018.

We will endeavour to inform all applicants of the outcome of their application by Monday 29 October.

Interview Timetable

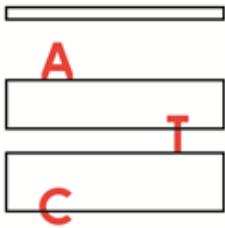
- Monday 5 November: first round
- Monday 12 November: second round

The successful candidate should also be prepared to attend the ATC board meeting on **Wednesday 12 December 2018.**

We look forward to receiving your application.

Yours faithfully,

Maria Delgado
Chair of the Board



Artistic Director Application Pack 2018

ATC seeks to recruit an outstanding and talented individual with passion, imagination, integrity and commitment to the company's mission and values.

We actively encourage those who are currently under-represented in the theatre sector to apply. We welcome applications from everyone meeting the essential criteria.

| | |
|-----------------------|---|
| Role | Artistic Director |
| Appointment | Permanent, open ended |
| Responsible to | The Board of Trustees |
| Annual Salary | up to £45,000, dependent on experience ATC operates a contributory pension scheme |
| Notice Period | 6 months on either side (Probationary Period of 6 months with 1 month notice on either side) |

The Role

The Artistic Director leads ATC jointly with the Executive Director, in a co-executive partnership. Both roles are responsible to the Board of Directors of ATC.

The Artistic Director is responsible for the direction and development of all artistic activities and artistic policy. The company's artistic policy is set by the Board in consultation with the Artistic and Executive Directors.

Together with the Executive Director, the Artistic Director is responsible for the effective management of ATC, the leadership and financial viability of the company and the development, implementation and monitoring of strategic planning.

Brief History of Actors Touring Company (ATC)

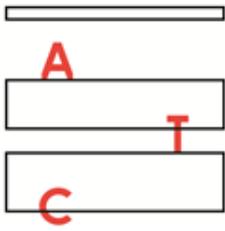
Founded in 1978 by inspirational theatre-maker John Retallack, Actors Touring Company has dedicated itself to making imaginative, theatrical and challenging work based on the versatility and dexterity of actors in a wide range of styles. Always on the road, the company has consistently toured the most ambitious, thought-provoking plays to the widest possible range of places both in the UK and abroad.

We have led the way as the only UK touring company committed to exploring and celebrating international plays. We have rediscovered international classics and been the touring sector's leading advocate for premiering the work of playwrights from around the world.

We have toured to small-scale venues, school and village halls, secure facilities, teaching hospitals, studios, found spaces, main houses and international festivals. In the last few years, we have toured to India, Kurdistan, Turkey, Ireland, the United States, Finland, Spain and Hong Kong.

Signature productions of the last decade include *The Brothers Size* by Tarell Alvin McCraney, *The Events* by David Greig, *Winter Solstice* by Roland Schimmelpfennig and *The Suppliant Women* by Aeschylus. Our co-producing partners have included the Young Vic, Royal Lyceum Edinburgh, Royal Exchange Manchester, Unicorn Theatre and Orange Tree Theatre.

The company has been led by 7 Artistic Directors. An archive of previous productions can be found at www.atctheatre.com/productions/past



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Company Structure

ATC is led by a joint executive of Artistic Director and Executive Director. The company has a full-time team of three, with the General Manager supporting the executive team.

In addition to this permanent structure, we work with freelance practitioners. These include a PR rep and a Fundraiser; and a trainee Associate Director on a fixed term 18-month contract. In addition, we occasionally recruit administrative staff to support office capacity during busy periods.

ATC is governed by a Board of Trustees led by Chair Professor Maria Delgado, Director of Research at The Royal Central School of Speech & Drama, University of London.

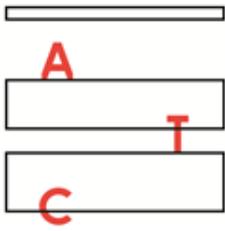
Business Model

ATC is one of Arts Council England's National Portfolio of regularly funded organisations. It is a registered charity. We currently operate the following producing model:

- *1 mid-scale production per year*
- *1 small to smaller mid-scale production per year*
- *1 or more revival of a signature production per year*
- *Touring productions in England, the UK, and internationally*
- *Majority of productions are co-productions*
- *12 weeks touring each year*
- *60+ performances each year*



The Events, 2013 - 2015



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Core Values

“ATC makes theatre that travels - making the global, local and the local, global.”

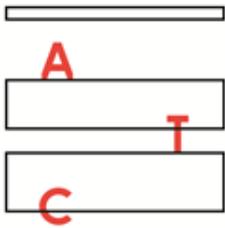
- We make theatre for touring the UK and internationally.
 - Among touring companies, we are unique in making the production of international texts in English our core activity.
 - We create shows with a global perspective, in outlook and in practice – whether in origin or subject matter, or presentation with international partners.
- We place the actor at the heart of our ethos and our aesthetics, exploring and celebrating the relationship between audience and performer.
 - We develop new texts by engaging actors in rigorous, playful, curious R&D. We hold R&D workshops at least twice every year.
- We employ a lean aesthetic which promotes environmental sustainability, ensuring we tour with the least environmental impact and the greatest artistic flexibility.
- We retain key productions in repertoire, reviving successful productions, particularly for international touring and major arts festivals around the world.

Who benefits from our work

- **Audiences** far and wide – in 2017, our productions (including co-productions and licensed productions) were seen by 30,000 people, performing in 17 locations in 10 countries across 3 continents.
- **Venue partners** with whom we co-produce; or whose venues we tour to. We had 13 venue partners in 2017, including 4 co-producing partners. ATC’s work presents a unique offer to venues and their audiences, by enabling access for regional audiences to new international plays.
- **Artists** established and emerging – from actors to playwrights, designers to composers and choreographers, we offer UK artists the experience of our international aesthetic. We empower international theatre-makers, especially playwrights, to share their work with English speaking audiences for the first time.



Big Aftermath of a Small Disclosure, 2018



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JOB DESCRIPTION

Culture

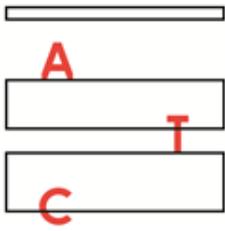
- The Artistic Director promotes and maintains the organisational culture, reflecting and enhancing ATC's position as a key contributor to the UK theatre sector.
- The Executive leadership of the company are expected to set the highest standards in artistic vision and innovation, in pursuing the company's mission, and in enacting its policies.

Artistic responsibilities

- Select the repertoire for all artistic work in consultation with the Executive Director and the Board of Trustees, including productions, research and development projects and other programming. All programming is subject to approval by the Board.
- Oversee the commissioning and development of new plays.
- Ensure literary management and dramaturgy are of high quality and reflect the company's mission in relation to contemporary international playwrights.
- Direct productions that are suitable for sustainable touring across the UK and internationally as appropriate.
- Maintain the standards of the productions on tour.
- Engage appropriate artists in the realisation of ATC's repertoire.
- Identify and nurture collaborative partnerships with other arts organisations.
- Develop active connections with literary managers, dramaturges, dramatists, theatre makers and associated networks in pursuit of new work.
- Undertake the artistic management of other artistic activities related to the company and its productions.

Leadership

- Provide effective and collaborative leadership, management and support for ATC, in conjunction with the Executive Director. The Executive Director line manages all staff, including full-time staff and creative teams.
- Effectively communicate ATC's artistic policies and programming to the Board, staff, funders, artists, press, audiences and other stakeholders, communicating the vision for ATC regionally, nationally and internationally.
- Ensure all those who work with ATC are given the best opportunities to develop.



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In conjunction with the Executive Director:

Strategic Leadership

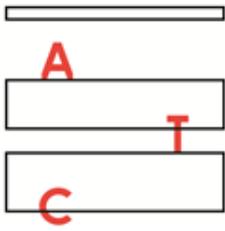
- Work closely with the Executive Director to create and implement effective strategic plans for the company that fulfil its artistic ambition and organisational mission: an innovative artistic policy and programme, development of new audiences, financial sustainability, environmental sustainability and actively addressing the creative case for diversity.
- Inform and contribute to key documents, including Business Plans and major funding applications.
- Inform and contribute to internal and external awareness, discussion and debate of ATC's work.
- Represent and promote the activities of ATC to the public, its stakeholders (including funding bodies), press, and within the industry to ensure the maintenance and furtherance of the company's reputation.
- Maintain existing relationships and work to develop new partnerships with venues and organisations in the UK and internationally, to support the work of the company.
- Represent ATC within the creative industries, staying abreast of developments and using this knowledge to inform the programming and running of ATC.
- Monitor and evaluate all ATC productions to ensure the highest standard of work.

Finance and Income Generation

- Agree annual, quarterly and project budgets for all the company activities, operating within these budgets and monitoring their progress.
- Initiate and plan co-productions and transfers or any other exploitation of ATC's activities.
- Contribute to fundraising and sponsorship activities, developing personal relationships with significant donors and developing effective fundraising strategies with freelance fundraising practitioners.

Company

- Lead by example on a culture of respect and ensure that all ATC's employees behave in a manner that is respectful towards all those we work with, regardless of gender, sexual orientation, race, or religion.
- Attendance at Board meetings and presentation of papers to the Board and other bodies as appropriate.
- Work closely and constructively with the ATC Board of Trustees and staff team.
- Actively implement ATC's core policies relating to Equality and Diversity, Environment, Data Protection, Safeguarding and Dignity and Respect in the Workplace.
- Contribute to effective recruitment of ATC staff.



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CANDIDATE SPECIFICATION

Skills and experience

Essential

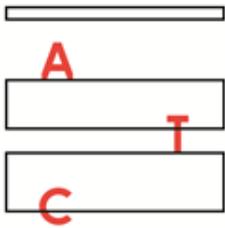
- Proven track record in developing and directing contemporary theatre to a high artistic standard.
- Artistic vision and ambition.
- Passion for international plays and theatre practice.
- Inspiring and effective leadership in a collaborative environment.
- Commitment to regional audiences and the development of new audiences.
- Experience of managing projects within the framework of limited resources.
- Confidence and authority to act as advocate for the company.
- Commitment to pro-actively contributing to the Arts Council's Creative Case for Diversity.
- Commitment to creating a safe, positive workplace for yourself and all your colleagues.
- Familiarity with funding structures and policies and fundraising practice.
- Commitment to professional and personal development.
- Commitment to supporting emerging artists.
- IT skills.

Desirable

- Understanding of the challenges and opportunities of touring.
- A sound knowledge of UK and international theatre, theatre-makers and a wide network of contacts across the sector.
- Management experience including strategic planning.
- Experience of enabling good organisational governance and working with trustees.



The Brothers Size, 2008 + 2018



Artistic Director Application Pack 2018

APPLICATIONS

ATC welcomes applications from everyone and particularly from those currently under-represented in our team.

We are open to discussing flexible or alternative working models, including (but not limited to): flexibility around working parents and childcare; those living outside London or internationally; those with needs relating to a disability.

Job share applications are also welcomed.

ATC has a precedent of the AD and ED exploring external work opportunities alongside their ATC duties and recognises the mutual benefit of this. We have established parameters and guidelines for this to ensure the primacy of fulfilling the roles at ATC to the fullest while being responsive and open to exciting external offers.

Please apply by sending:

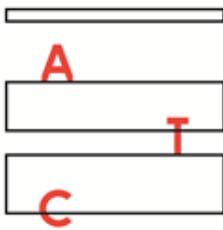
- Your up-to-date CV
- A covering letter (no more than 2 pages), outlining your skills and experience in relation to the job description and what you would bring to the role
- A completed Equal Opportunities form

Email to recruitment@atctheatre.com, quoting Artistic Director in the subject line.

Deadline: applications must be received by **midday on Monday 22 October 2018.**

Interview Timetable

- Monday 5 November: first round
- Monday 12 November: second round



EQUAL OPPORTUNITIES MONITORING FORM

We strive to achieve equal opportunities in our recruitment procedure, welcoming applications from people of any colour, race, nationality, ethnic origin, religion, socio-economic background, marital status, sex, sexual orientation, age or disability. This form, and is a requirement of Arts Council England helps us monitor the diversity of our company and our work. To assist us in implementing and monitoring our Equal Opportunities Policy, please answer the following questions. Your reply will be treated in confidence.

1. Gender - are you?

Female Male Other

2. Age

0 – 19 20 – 34 35 – 49 50 – 64 65+ Prefer not to say

3. Sexual orientation – tick the box which best describes your sexuality (the options are listed alphabetically):

Bisexual Gay man Gay Woman/Lesbian

Heterosexual/Straight Prefer not to say

4. Ethnic origin - how would you describe your ethnic origin? The options are listed alphabetically.

Asian or Asian British

Bangladeshi
 Chinese
 Indian
 Pakistani
 Any other Asian background

Black or Black British

African
 Caribbean
 Any other Black/African/Caribbean background

Mixed ethnic background

Asian and White
 Black and White African
 Black and White Caribbean
 Any other Mixed/Multiple ethnic background
 Any other ethnic group

White

English/Welsh/Scottish/Northern Irish/British
 Irish
 Any other White background
 Not known/prefer not to say

5. Disability - do you consider yourself to have a disability? Yes No

If you ticked yes, please indicate which term is descriptive of your disability:

Visual impairment Hearing impairment/Deaf
 Physical disabilities Cognitive or learning disabilities
 Mental health condition Other long term/chronic conditions