



**ASSOCIATE DIRECTOR**  
***Family Tree National Tour 2023***  
Recruitment Pack

**Actors Touring Company (ATC) is looking for an  
ASSOCIATE DIRECTOR**

***To support ATC Artistic Director Matthew Xia in rehearsing our new production of the Alfred Fagon Award-winning play FAMILY TREE by Mojisola Adebayo, acting as Resident Director on a 12-week national tour, and helping to devise and deliver a participatory programme that will enrich audiences' experience of the play.***

***This is an exciting opportunity to play an important role in a flagship ATC project, contributing to our work and our mission.***



***Keziah Joseph, Diana Yekinni and Natasha Cottrill in FAMILY TREE by Mojisola Adebayo, directed by Matthew Xia, Greenwich & Docklands International Festival, August 2021 (photo: Helen Boast)***

**ACTORS TOURING COMPANY**

[www.atctheatre.com](http://www.atctheatre.com)

Company No 01472949 Registered in England Charity No. 279458 Vat No. 209281318

## ***“ATC is a portable portal to the world”***

### ***Artistic Director Matthew Xia***

Read more about Matthew Xia's vision for ATC and his rallying cry for change, [HERE](#)

The Associate Director, *Family Tree* will provide crucial support to ATC's new national tour, helping to realise the production as well as deepening the engagement of audiences at a range of venues across the UK.

## **ABOUT YOU**

- You'll have some experience of being an Assistant / Associate Director, supporting directors to create projects.
- You don't need to have experience of being a Resident Director (i.e., deputising for the Director of a production on tour). Although some experience could prove helpful, it's not essential.
- You will have some demonstrable experience of devising and delivering participatory projects that can engage audiences of all ages and abilities.
- You'll be confident in working independently, especially on tour, where you'll be working to a tight schedule to ensure the production is presented at its best in each new space.
- You're able to balance your own decision-making with a collaborative approach. An essential part of your work ethic will be asking questions of others in the project team, to support you in your decisions.
- You identify with ATC's mission and values, particularly our global perspective and how that translates into our engagement with artists, audiences and participants.
- You'll be passionate about this project and its themes (see below for more about the play).
- You have a good working knowledge of access requests and requirements with regards to theatre, for audiences, participants and workforce. We can support you with this knowledge, particularly in relation to touring.
- You'll be an enthusiastic and pro-active advocate for the Anti-Racism Touring Rider.

<https://uktheatre.org/theatre-industry/guidance-reports-and-resources/anti-racism-touring-rider/>

- You'll be someone who relishes the opportunity to be part of a small team, gaining valuable experience, maybe learning some new skills, as well as bringing your own individual qualities to the ATC team – we want to learn from you too.
- You may be working on other freelance projects alongside this one – we will do everything we reasonably can to accommodate any other work you may have, so long as you are able to effectively perform the functions of this Associate Director role.

*We encourage applications from people currently under-represented in the theatre sector.*

*We also welcome applicants based outside London, as most of the work on the project takes place across England.. Please note that a significant portion of the contracted work (4 weeks) will be based at the Belgrade Theatre, Coventry.*

*Please note that this is a role that involves travel to different locations around the UK, including overnight stays – usually for 2 nights per week.*

*ATC encourages a culture of flexible working hours and days, wherever practical. If you have requests around flexible working hours, please let us know.*



*Michelle Asante as Henrietta Lacks in Family Tree, Greenwich & Docklands International Festival production August 2021 (photo: Helen Boast)*

## **ABOUT ‘FAMILY TREE’**

**\*Alfred Fagon Award Winner, Best New Play 2021\***

★ ★ ★ ★ ★ “Beautifully poetic ... Adebayo’s deft writing and the layered, nuanced performances allow us to take solace in community and to look forward to a better future.” [ToDoList](#)

## ATC Co-production with Belgrade Theatre Coventry in association with Brixton House

**FAMILY TREE** is a beautifully poetic drama on ethnicity, health, the environment, and the legacy of one of the most influential Black women of modern times. Fearlessly honest, hilarious, and ultimately transformative, this award-winning play is both a remembrance and a celebration.

**Henrietta Lacks** is one of most remarkable people in medical history. Her immortal cell line forms the basis of the most important medical research and discoveries happening today, from cancer to AIDS to COVID.

Henrietta never knew any of this. Her cells were taken without her or her family's knowledge or permission.

Henrietta was a Black woman: she is not the only one whose body has been exploited by the medical establishment.

Denied her place in history, now is the time for Henrietta's incredible legacy to undergo a transformation ... to blossom and grow into something new and wonderful.

★ ★ ★ ★ ★ *"Outspoken and magical ... informs us with its history and move us with its personal stories."*

British Theatre Guide

An original ATC commission, **FAMILY TREE** got a slew of 5 star reviews when we produced a work-in-progress [outdoor version last summer at GDIF](#), and subsequently won the [Alfred Fagon Award 2021](#), the principal award for Black British playwriting, presented at the National Theatre by Baroness Floella Benjamin.

You can view a teaser video of the GDIF production [here](#).

Directed by Matthew Xia

Designed by [Simon Kenny](#)

Lighting Designed by [Simisola Majekodunmi](#)

### Content Warning

This play deals with non-consensual medical experiments on Black women and children.

This play discusses cancer, and contains strong language. Recommended Age Guidance 14+

## ABOUT THE JOB

This is a **fixed-term freelance role for 20 weeks**, to include:

- 2 weeks prep and getting to know the team prior to rehearsals (in London/online)
- 3 weeks rehearsals (1 week in London, 2 weeks in Coventry).
- 2 weeks in Coventry at the Belgrade Theatre, including production week.
- 13 weeks on tour.
- The tour schedule is likely to include at least 1 week holiday, which will be paid as accrued holiday pay.
- Tour schedule details below.

### **Length of contract**

January 30, 2023 – June 10, 2023

### **Fee**

£12,600 (equivalent to ITC rates for Resident Directors; ATC is an ITC Member), payable in 3 equal portions, at start, middle and end of the contract.

### **Expenses:**

Accommodation, travel and per diems will be provided and paid for by ATC (as applicable and required, for example when working away from the Associate Director's home base).

### **Place of employment:**

Rehearsals: 1 week in London, 2 weeks in Coventry:

London:

w/c Feb 13

Coventry:

weeks commencing Feb 20, 27

Production week: w/c 6 March

Press Night March 14

Brixton House, London:

April 11 – get-in & 1<sup>st</sup> performance

Brixton Press Night TBC

Theatre by the Lake Keswick: 9 – 11 May

Nottingham Playhouse: 1 – 2 June

New Wolsey Ipswich: 8 – 9 June

*With further locations to be confirmed, likely to include Leeds, Liverpool, Bristol, Oxford.*

**We anticipate that you may want to spend 2 days per week at the tour venue (inclusive of travel time) and at least 1 day per week on administration and preparation for the Associate Director's activity on tour. You can do this from home or by using ATC's base of operations at Brixton House in London.**

**We are open to remote and / or hybrid working – whatever suits you best. Every member of the ATC team works flexibly, and our homes are in London, Suffolk and West Yorkshire. Our office is used by various members of the team 3 – 4 days per week.**

**Reasonable travel costs to attend in-person meetings in London will be provided if you are resident outside London.**

**In rehearsals, your working hours are likely to be: 10am – 6pm weekdays**

**On tour your working days will be:**

9am on day of get-in and 1<sup>st</sup> performance at each venue.

Directing a run-through in each new venue.

Providing notes for tour team (cast, ATC stage management, and Lighting Associate) post-show.

Listening and responding to the concerns of the tour team and the local crew, within constraints of practicality and financial feasibility.

(NB a lighting pre-rig will take place on the day prior to your arrival. You do not need to be present for this)

*The above usually requires 2 overnights stays – one night prior to get-in, and the following night after the performance.*

*If you live close enough to the venue to travel on the same day, then please advise us so we can plan accordingly.*

*The tour of Family Tree will visit just 1 new venue per week (no split weeks or single nights). There are extended runs in Coventry and Brixton.*

## **JOB DESCRIPTION**

- ***The job description below is provided as a guide to what the job entails.***
- ***Don't worry if you haven't got experience of everything listed below – we're much more interested in the personal qualities you bring.***
- ***Please don't discount yourself from applying – we want to hear from you!***

### **Prep Time**

- Getting to know the project with director Matthew Xia and playwright Mojisola Adebayo.
- Getting to know the ATC team and our work ethos.
- Prepping participatory activity and working with ATC Associate Producer Melina Barnett to liaise with venues.

### **Rehearsals**

- Supporting director Matthew Xia in rehearsals.
- Updating a research pack for the project.
- Liaise with and support the project team, including Production Manager, Stage Managers, Creative Team including Designer, Lighting Designer, Lighting Associate, Composer, Movement Director and Wellbeing Consultant during rehearsals, at weekly production meetings and on tour.

### **Participatory activity**

- We aim to deliver a post-show Q&A session for audiences in all venues. This usually takes place after the 1<sup>st</sup> performance and the Associate Director is expected to facilitate with members of the cast and tour team.
- We aim to devise and deliver a programme of participatory activity for a selection of venues – principally Coventry, Keswick, Brixton (+ potentially Bristol and Leeds). The Associate Director will:
  - collaborate with Matthew Xia to devise the activity.
  - deliver the activity on tour.
  - be supported by venue engagement / participatory teams and the ATC Associate Producer and Admin Director in liaising with venues.
- The activity is intended to engage with:

- Audiences who engage with theatre infrequently or not at all, particularly those whose lived experience is reflected and represented by the action and characters in the play.
- Audiences who attend more frequently and whose experience of the play will be enriched by learning more about the histories and cultural themes in the play

### **Touring**

- Ensure the production is presented to the best possible standard in each new tour venue (including noting the acting company when needed).
- Collaborate with the project team, especially the team on tour, eg Cast, Stage Management and Lighting Associate and the ATC project team (Production Manager, Creative Team) to ensure you are well-prepared for each new venue and able to get the production on for an evening performance on the day of arrival.
- Represent ATC and our values on tour, seeking kind and empathetic solutions to the challenges you may encounter

### **Data & Audience Development**

- Liaise with ATC Associate Producer and venue contacts to ensure ATC's programmes, playtexts and audience surveys are clearly displayed / handed to audience members at each performance in every venue.

### **Strategic & Office Based Work**

- Be an ambassador for ATC's work in the wider theatre sector
- Contribute to strategic conversations about the ethos, work and future direction of ATC
- We hope you'll teach us a thing or two – we want to learn from you and develop our own practice from your contribution to the team and to our work

### **What you can expect from us**

- You will be supported throughout the project by the ATC team including Artistic Director Matthew Xia and Associate Producer Melina Barnett.
- We will make every effort to ensure you have safe accommodation, close to each venue, with clear directions from train station to the venue and your accommodation. Travel and accommodation will be booked for you by ATC Admin Director Juliana Bearse, who will consult you on your preferred time of arrival / accommodation type, etc. Per diems are paid in advance of each week.
- Frequent well-being check-in with the ATC team.
- We're only a phone-call, a text or an email away 😊
  - Identifying, communicating and seeking solutions to potential issues relating to travel, overtime, venue relations and other logistical challenges of touring
- Collaborate with the ATC team in managing the hosting of international guests, including travel, networking introductions, etc., to ensure a supportive welcome

### **Flexible working**

We are open to flexible working patterns for this role. We are really happy to discuss whatever might be the best arrangements for you.

*We are strongly committed to the principles of PIPA – for more info on what that means, see <https://pipacampaign.org>*

### **Access**

ATC is an inclusive employer and supports the individual needs of all staff members. If there are adjustments we can make to adapt this role to the specific needs of the post-holder, we will commit to doing so. We aim to meet the access needs of applicants at all stages of the recruitment process - please contact us if you feel we've missed anything.



<b>Notice</b>	1 month on either side (Probationary Period of 1 month).
<b>Line Manager</b>	Artistic Director.
<b>Right to work</b>	The post-holder must have the legal right to work in the UK.



***Artistic Director Matthew Xia***

## **ABOUT US**

*Actors Touring Company is a portable portal to the world.  
Through our work, we connect global artistic voices to local communities.*

Actors Touring Company (known as ATC) produces contemporary plays that amplify and celebrate global artists from within and beyond the UK.

Our work reflects and represents the perspectives and experiences of global cultures, through plays that tour to venues of all scales and sizes, and to places the length and breadth of England. We engage with communities whose experiences are under-represented on our stages, and we invite traditional theatre audiences to share the journey.



We are one of the UK's leading producer of international plays, creating a dialogue between Britain and the rest of the world. We are equally passionate about amplifying the voice of the 'outsider within', the cross-cultural communities at the heart of our nation. We are a leading commissioner of plays by writers from the many global cultures within the UK.

Founded in 1980, ATC has produced plays from Australia, Norway, Germany, Israel, and the USA - bringing international voices to audiences across the UK, from Glasgow to Plymouth and internationally, from Helsinki to Hong Kong.

ATC is currently developing projects with playwrights Nessah Muthy, Yasmin Joseph, and writer/performer Ammar Haj Ahmad with partners including Soho Theatre, imPOSSIBLE Producing, Brixton House and the Belgrade, Coventry.

**Signature productions include:**

- *Family Tree* by Mojisola Adebayo, commissioned by ATC and the Young Vic, premiered at the Greenwich & Docklands International Festival in August 2021. Winner of the 25<sup>th</sup> Alfred Fagon Award for Best New Play. Nationwide tour co-produced with Belgrade Theatre Coventry in association with Brixton House Theatre, Spring 2023.
- *Tambo & Bones* by Dave Harris, co-production with Theatre Royal Stratford East, June – July 2023 with national tour to follow in 2024.
- *Rice* by Michele Lee, directed by Matthew Xia. Orange Tree Theatre, Autumn 2021 and 10-week nationwide tour Spring 2022. Co-production with Orange Tree Theatre, toured in association with Theatre Royal Plymouth.
- *The Brothers Size* by Tarell Alvin McCraney, directed by Bijan Sheibani, new revival of the ATC & Young Vic production planned for Broadway.

ATC is led by a joint executive of Artistic Director and Executive Director, working alongside a team of Administrative Director, Associate Producer and Finance Manager. We also employ freelance consultants in PR, IT and Fundraising.

Web: [www.atctheatre.com](http://www.atctheatre.com)

Twitter: @ActorsTouringCo

Insta: @actorstouringcompanyatc

## HOW TO APPLY

**You can apply in writing, or by sending us a short video or audio.**

If you have any access requests relating to making an application, or an interview, please just get in touch via [recruitment@atctheatre.com](mailto:recruitment@atctheatre.com) and we will reply within 2 working days. We will do all we can to meet your requests.

**What to include:**

Tell us:

- Why you are interested in working with Matthew and ATC on this specific project.
- Tell us about a project or an achievement that you're really proud of – and how that demonstrates your skills and experience.
- Look carefully at the 'about you', 'about the job' and 'about us' sections and tell us about your experiences, skills and interests so that we can understand as much about you and your suitability for the role as possible.

- Please tell us anything else you think is relevant, different or interesting!

Also send:

- *Contact details for two champions of your work who know you in a professional capacity.*
- *A completed equal opportunities monitoring form (this is an online form – link [here](#))*
  - *NB the information on the monitoring form is anonymous, used for data monitoring purposes only and does not affect your application.*

## **CHECK-LIST**

- **Application** including:
  - Letter (no more than 2 sides of A4)  
OR
  - Video (no more than 5 minutes)  
OR
  - Audio (no more than 5 minutes)
- **Equal opportunities monitoring form** - *this is an online form – [link here](#)*
- **Contact details for 2 champions of your work** (we may take up references if you go through to the 2<sup>nd</sup> round of interviews - we will always ask your permission first)

**Send To:** [recruitment@atctheatre.com](mailto:recruitment@atctheatre.com)

**Deadline: Midday, Monday October 17<sup>th</sup>, midday**

## **WHAT HAPPENS NEXT**

### **By October 18th, end of day**

*We will let you know if your application is successful*

*If we're selecting you for interview, we will get in touch to make arrangements*

### **By October 21st**

#### *Interviews*

- We hope that these can be conducted in person, although are aware that this may not be possible
- The interview will focus on your approach to the job and how we might benefit from working together
- We will provide you with the interview questions in advance to help you prepare
- The interview will last around 40 minutes

### **By October 24th**

#### *Appointment*

- We will appoint the Associate Director, Family Tree and let all candidates know whether they have been successful

**Start Date – January 30, 2023**

*We are open to discussing the Start Date with you and being flexible around your existing commitments.*

**Feedback**

*We will provide feedback for all shortlisted candidates (if requested).*

## **QUESTIONS?**

**You are welcome to contact us for an informal chat.**

To arrange, just drop us a line on [recruitment@atctheatre.com](mailto:recruitment@atctheatre.com)

Let us know a bit about what you'd like to discuss, and what way you'd prefer us to get in touch – phone, email, video chat, etc.

We will get back to you.

No question is a bad question 😊

If there is anything we can do to help - please just ask.

**We want to hear from YOU.**

**Get applying!**