

ACTORS TOURING COMPANY

Associate Facilitator - Participation

We are looking for a theatre-maker / participatory arts facilitator to join a new project in collaboration with Greenwich + Docklands Festival



Introduction

Thank you for your interest in this exciting role on a new ATC project.

Following on from previous collaborations between director Matthew Xia, ATC and GDIF (including *846 Live*, 2020; *Family Tree*, 2021; *The Architect*, 2023), we are currently planning a new co-production for GDIF 2024 to be announced publicly in April.

Once again produced outdoors and aiming to create an immersive experience for audiences, the production will amplify the voices of people who travel across land and water in search of refuge, and their invisibility in UK society despite being the voiceless subjects of divisive political debate.

Working with the poetry of Warsan Shire (*Lemonade*, with Beyoncé), dramaturg and facilitator Francesca Beard (*Post-Truth Apocalypse*) and live music by Britain's most celebrated Oud player Rihab Azar, the production will be created in collaboration with community groups from across South East London.

About ATC

ATC, founded in 1980, exists to tour contemporary global plays to local theatres throughout the UK (and beyond). We are the only Arts Council England National Portfolio organisation with this dedicated mission. www.atctheatre.com

We are a progressive, values-led company with a small team of 3 full-time and 1 part-time employees, plus retained consultants in the areas of finance, fundraising, PR and IT.

From our office base at Brixton House, we have recently:

- Produced a season of work recognised for its innovation, excellence and impact on audiences: [The Transformation Season](#)
- Produced our longest-ever tour, to 12 venues over 14 weeks
- Been nominated for Black British Theatre Awards, Offies, UK Theatre Awards
- Nominated for The Stage Awards 2024 including *Innovation Award* and *Producer of the Year*
- Been named in Top Ten Theatre shows 2023 in Time Out and The Guardian
- Been named in The Stage 100 2024

About GDIF

One of the UK's leading outdoor arts producing organisations, GDIF commissions, re-imagines, produces and showcases a growing repertory of work that brings public spaces to life and is engaging and inspiring large, diverse audiences.

www.festival.org

About the Role

Overview

The Associate Facilitator will work closely with the Lead Facilitator and Director, supporting them in devising, planning and delivering participatory workshops in 3 community groups, that will lead to the project's performance in GDIF 2024.

Culture

- To work with kindness, empathy and compassion for colleagues, partners, peers, audiences and participants.
- To demonstrate the highest standards in artistic vision and innovation, in realising the project's mission and aims.

Project

- Working closely with the Director and Lead Facilitator to devise, plan and facilitate a programme of participatory workshops that will lead to performances by the participants.
- Be the ever-present facilitator with all groups, in all sessions.
- Maintain close communication with the Director and Lead Facilitator, ensuring they are updated after each participant session.
- Support participants in tech and dress rehearsals, ensuring they feel informed and confident about this challenging and changeable aspects of the project.
- Contribute to project evaluation and debrief, to help inform effective planning for potential future life.

General

- 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 our work.

Workshop format & dates

- Workshops begin mid-May
- 3 groups of participants from existing groups of refugees / former refugees
- No of participants per group: approximately 8
- Each group meets regularly, with days and frequency to be agreed upon with the groups and participants themselves: we anticipate that there will be a maximum of 20 workshop sessions altogether (inclusive of all 3 groups, i.e. 6 -7 workshops per group), of no more than 2 hours' duration each session.
- Workshops to take place from mid-May through to mid-August
- Participants will join rehearsals with the professional actor and musician from August 20-22; then tech on site from August 23 – 25; then in performances (there are 11 performances in total, meaning each of the 3 groups will perform in at least 3 performances)



Aminita Francis in [Family Tree](#), Image by [Helen Murray](#).

Terms

Fee

£3,450 (equivalent to 6 weeks at ITC / Equity rates)

Contract

Fixed term for duration of project, with flexible working hours, to include:

- Approx 20 workshop sessions (max 2 hrs each)
- Workshop prep and planning
- Attending production meetings when required
- Rehearsals in w/c August 19
- Tech rehearsals, preview and all performances (up to and including 1st Sept)
- NB we will not be working on Monday August 19 and 26

Access

ATC works to be an inclusive employer and to support 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 with any access requests you may have and to let us know if you feel we've missed anything.

Location Workshops will take place in community settings in South East London. Performances will take place outdoors at a location in Deptford. More information will be provided if you are successful in being appointed.

ATC's Office base: Carlton Mansions at Brixton House, 385 Coldharbour Lane, London SW9 8GL. Second stage interviews will take place here.

Please note that Production Meetings will normally take place online.

Right to work You must have the legal right to work in the UK.

What you can expect from us

- You will be supported by the ATC & GDIF teams
- Line management by the Director and Associate Producer

You will have:

- Introductory meetings with the ATC team
- Regularly scheduled catch-ups with your line manger
- A 'forward' meeting at the end of the project to discuss how we might support your onward professional development

Expenses

- Travel allowance to attend participatory workshops
- Travel and daily meal allowance on days when the project is on site for a full day (i.e., tech and performance days)

Access and working culture

- We want to ensure that your working environment is accessible, and suitable for the work required by this role. Please be open and clear about any access requests and requirements you want to make, when you are appointed as part of your induction process and in your ongoing 121 meetings and appraisals.
- We actively use the [Anti-racism Touring Rider](#). You will both benefit from this and support us in applying it for the benefit of colleagues, partner venues and project teams.
- We strongly encourage a healthy work-life balance and a working culture that allows you time to rest, recuperate and not work unreasonable or excessive hours.



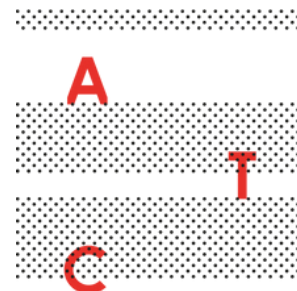
Matthew Xia in [The Architect](#) Rehearsals, Image by [Godot Photography](#).

Project Team

- Director & Dramaturg, Matthew Xia
- Lead Facilitator & Dramaturg, Francesca Beard
- Professional Actor, TBC
- Composer and Oud Performer, Rihab Azar
- Poem 'Home' by Warsan Shire, used with kind permission
- Designer TBC
- Company Manager, Deputy Stage Manager, Assistant Stage Manager, all TBC

ATC Team:

- Artistic Director & CEO, Matthew Xia
- Executive Director (Interim), Amber Massie-Blomfield
- Associate Producer, Melina Barnett
- General Manager, Juliana Bearse
- Finance Director, Kate Sarley
- PR, Diana Whitehead, Fourth Wall



*Individuals headshots available on our website - [About us](#)

GDIF Team:

- Production Manager, TBC
- Sound Op, TBC
- Location crew TBC
- Producers: Ellie Harris and Ella Kennedy
- Additional co-production team to be confirmed
- Artistic Director (F/T)



More about Actors Touring Company

ATC is a portable portal to the world. Through our work, we connect global artistic voices to local communities.

Actors Touring Company (ATC) is a touring theatre company with an unrivalled track record in the producing and touring of contemporary international plays alongside newly commissioned works that explore stories of the global nations within the UK. Through performance and participation, we aim to build understanding of diverse global cultures by creating dialogue between Britain and the rest of the world. Our work explores ideas of intersectionality, identity and belonging.

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We do this in order to open up conversations across borders - both geographic and cultural. Since 1980, we've pioneered the touring of new global plays in the UK, often in world premiere translations, commissioned by us.

We've produced plays from, the Middle East, South & South East Asia, Eastern, Northern and Central Europe, Australia and North America - bringing global stories to UK audiences from Scotland to Cornwall, from Merseyside to Suffolk.

Our international touring includes Turkey, Finland, Spain, USA, and we've licensed our productions in France, Belgium, Denmark and Australia.

You can read more on the ATC website about:

- [Recent Projects](#)
- [Mission and Values, People and Policies](#)

ATC Policies:

- [Dignity and Respect at Work Policy](#)
- [DEER \(Diversity, Equity, Equality and Representation\) Policy](#)
- [Environmental Policy & Action Plan](#)
- [Family Friendly Working Policy](#)
- [Safeguarding Policy](#)



[Tambo & Bones](#) 2024, Image by [The Other Richard](#)

About You

These are the qualities and experiences we think you will need to fulfil this role. They might all apply to you, or only some. If, after reading the role description, you feel that you would be right for the job, we want to hear from you.

You don't need to have ALL the qualities, just SOME of them.

- 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 are calm, focused and express yourself clearly in person and in written form.
- You are an excellent and considerate colleague, able to balance your own decision-making with a collaborative approach.
- You approach your work with kindness, compassion and empathy.
- You'll be someone who relishes the opportunity to be part of a small team, bringing your own individual qualities to the project team – we want to learn from you too.
- You are solution focused.
- You can organise and prioritise your own workload and work to deadlines.
- Essential experience & know-how
- You have experience of creating / facilitating participatory arts programmes / projects.
- You have experience as a theatre-maker.
- You have a good working knowledge of access requests and requirements with regards to participants.
- You have experience of working with, or alongside, those who've experienced the UK asylum system.
- We encourage applications from people currently under-represented in the theatre sector.

HOW TO APPLY

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

What to include:

Tell us, *using clear examples* where applicable:

- Why you are interested in working with us, and why this project interests you
- Your relevant experience in participatory live arts
- Your approach to your work, to participants and colleagues
- How being involved in this project could support your professional development
- Tell us about something you've seen or experienced that inspired or influenced you – it could be a play, a gig, an exhibition, a festival

Also Include:

- Please include contact details for two champions of your work who know you in a professional capacity.
- Please fill in the equal opportunities monitoring survey and include it in your application to us.

NB the information on the monitoring survey is anonymous, used for data monitoring purposes only and does not affect your application.

WHAT TO SEND

- Application including attachments such as:
 - 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 2nd round of interviews – we will always ask your permission first)

To: recruitment@atctheatre.com

Deadline for applications: Monday, April 8, 2024 at midday

WHAT HAPPENDS NEXT**By Wednesday April 10**

- 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

Thursday April 11 (morning) - Interviews, 1st stage

- Online
- 25-minute conversation
- We will send you the interview topics in advance to help you prepare
- Please let us know in your application if you are unavailable on the above date

W/c April 15 - Interviews, 2nd Stage

- In person
- Informal meeting with the core team and Artistic Director (joint CEO)
- 30-minute conversation
- We will send you topics in advance to help you prepare

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By April 22 - Appointment

- We will appoint the Associate Facilitator and let the final shortlist of candidates know whether they have been successful
- Feedback will be available to all shortlisted candidates

Project workshops begin mid-May

QUESTIONS?

You are welcome to contact us for an informal chat.

To arrange, just drop us a line on 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.

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



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