

# ACTORS TOURING COMPANY

## Associate Director

*This is an exciting opportunity for an emerging director to join our team – supporting ATC Artistic Director Matthew Xia in the development and realisation of new projects and offers the chance to play an important role at ATC, contributing to our work and our mission.*

*This is a **12-month role** specially designed to allow greater opportunities to those who have encountered barriers to employment in relation to protected characteristics.*



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# Introduction

Thank you for your interest in this exciting and crucial role with Actors Touring Company (ATC).

ATC is a portable portal to the world. Through our work, we connect global voices to local communities. Founded in 1980, we are the UK's leading theatre producer of international plays, producing a contemporary programme that amplifies and celebrates global artists from both within and beyond the UK. We are the only Arts Council England National Portfolio Organisation (NPO) with this dedicated mission.

In the context of the significant challenges facing the theatre sector and touring companies in particular, ATC is in a position of real strength. With funding secured as an Arts Council England NPO until at least 2027, our recent successes include:

- Producing a season of work recognised for its innovation, excellence and impact on audiences: The Transformation Season
- Producing our longest-ever tour, to 12 venues over 14 weeks (with Family Tree)
- Being nominated for Black British Theatre Awards, Offies, UK Theatre Awards
- Winning 2023 UK Theatre Award for Design, Tambo & Bones
- Being nominated for The Stage Awards 2024 including Innovation Award and Producer of the Year
- Being named in Top Ten Theatre shows 2023 in Time Out and The Guardian
- Being named in The Stage 100 2024

We have a particular reputation for engaging audiences from Global Majority backgrounds and stand out for our commitment to having a deep understanding of who our audiences are, and what draws them to our work.

We are a progressive, values-led company with a small team of three full-time and one part-time employees, plus retained consultants in the areas of finance, fundraising, PR and IT. We work flexibly from our office base at Brixton House.

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# About the Job

## JOB DESCRIPTION

### Overview

The Associate Director will support the development, making and touring of ATC's projects. The job will provide hands-on experience of a touring theatre company, with the opportunity to input into the development of the artistic vision as well as its practical delivery.

Through the work with the Administrative and Producing team, the Associate Director will have the opportunity to gain a broader understanding of a leading touring company, gaining key experience in marketing and communications, fundraising and development, governance and stakeholder relationships, as well as leadership mentoring from our Joint CEOs.

This role aims to equip you for a greater range of future professional opportunities, including future leadership roles.

\*Protected characteristics as defined by the [Equality Act](#) (click on link for details).

### Artistic

- Support the Artistic Director of ATC in rehearsal and on tour, contributing to the whole project through planning, rehearsal, production week and tour
- Lead on the creation of a programme of community engagement activity for ATC's projects and productions on tour across the UK
- Lead on the ATC Readers Group, which meets at least twice a year to identify, source and suggest new writers and plays for ATC.
- Support the Artistic Director of ATC by reading scripts, writing reports, attending readings, meetings and performances on behalf of ATC
- Support or lead on development of artistic projects, through R&D, readings, workshops, and dramaturgical work with a writer or translator.
- Contribute to and facilitate ongoing artistic dialogue with readers, cultural advisors and the lead Directors
- Represent the artistic director's vision for our productions when on tour and deputise in his absence, ensuring that, during the move to a new venue, the creative vision is executed to the highest standards
- The opportunity to direct an R&D during the period

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## **Production**

- Support projects by contributing to:
  - Scheduling
  - Tour logistics
  - Digital output
  - Audience development
  - Engagement & participation/workshop delivery
  - Marketing and communication
  - Social Media

## **Organisational**

- Attend and contribute to regular internal and external meetings such as:
  - Weekly team meetings
  - Production meetings
  - Board and Board sub-committee meetings (Finance, Fundraising, Audiences)
  - Team recruitment
  - Peer and partnership development
- Be embedded in the organisation, including learning and mentoring sessions with:
  - Core team (all)
  - Board members
  - Core freelance consultants (PR, Fundraising, Production Management)
  - Sector organisations (ITC, PIPA, Anti-racism tour rider)

## **Strategic**

- Support the organisation by contributing to:
  - Board engagement
  - Ongoing conversations about the ethos of ATC in the global context

## **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





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

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## Terms

**Salary** £28k pro rata (0.6 FTE)

**Contract** Fixed term, 12 months, starting October 2024

**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 also open to the potential for the role to be shared (salary pro rata). We are strongly committed to the principles of PIPA – for more info on what that means, see <https://pipacampaign.org> and our [Family Friendly Working Policy](#).

**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.

**Pension** ATC operates a contributory pension scheme (currently 5%)

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**Notice** 2 months on either side (Probationary Period of 1 month)

**Line Manager** Artistic Director

**Holiday** 25 days per annum plus public holidays pro rata

**Location** Office base: Carlton Mansions at Brixton House, 385 Coldharbour Lane, London SW9 8GL.

Some travel to tour locations in the UK is likely to form part of the job. This will probably involve some overnight stays (travel, accommodation expenses and per diems are paid).

**Hours of work** 35 hours per week. Usually 10am–pm Monday to Friday, but we are open to flexible working hours and days. You'll probably spend some time away from the office, for example in rehearsal, reading scripts, and travelling to tour venues in the UK and as you would expect in theatre – there will be occasional evening work.

**Right to work** The post-holder must have the legal right to work in the UK.

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

- You will be supported by the ATC team including Artistic Director Matthew Xia.
- You will have:
  - An appraisal at the end of your probationary period
  - An appraisal after 6 months
  - A learning and forward-facing series of conversations about your future career throughout your residency with ATC, and with a focused series of future planning/ legacy meetings towards the end of your residency (including with an external mentor of your choice)
  - Monthly 121 meetings with you and your line manager
  - Board buddy – a trustee with insight and experience into a relevant area of your work, who you can call on anytime, as well as have regular catch-ups with
  - Sector introductions: we will support you in identifying people and organisations in the theatre sector and broker introductions / meetings

### **Expenses**

- We are able to offer a contribution towards your commuting costs, if needed, and are open to a conversation about how to achieve this, based on your home location and other workplace needs.
- On tour, your travel and accommodation are booked and paid for by ATC. Depending on the type of accommodation used, we may also offer a daily meal allowance.
- We have a dedicated ticket fund for the Associate Director, to support you in seeing and experiencing as much theatre as possible (within an agreed budget).

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## **Training**

- We encourage and will support you to identify specific training opportunities, for example ITC training in finance, tour booking, budgets, etc. There is a training budget for the Associate Director residency which can be accessed for this purpose.

## **In the office and on tour**

- ATC operates a hybrid working policy.
- We are very open to discussing flexible working arrangements, including (but not limited to) hours and days of work, remote working, and working from a home base outside London.
- 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](#) and you both benefit from this and support us in applying it for the benefit of colleagues, partner venues and project teams.
- We will make every effort to ensure you have safe accommodation, close to each tour venue, with clear directions from train station to the venue and your accommodation. Travel and accommodation will be booked for you by ATC General Manager. Per diems are paid in advance of each week.
- Frequent well-being check-in with the ATC team.

## **ATC Team**

- Joint CEOs – Artistic Director, Executive Director (F/T)
- General Manager (F/T)
- Senior Producer (F/T)
- Finance Director (freelance, c 5 days per month)
- PR (freelance, as required)
- Fundraising Bid Writers (freelance, as required)

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## 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 love theatre and/or live arts and performance
- 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 have experienced or are experiencing barriers in developing your career in theatre relating to protected characteristics\* or other barriers that you feel are hindering your career progression, for example carer responsibilities or home location.
- You'll have some experience of being an Assistant / Associate Director, supporting directors to create projects.
- You may have directed your own professional productions for a paying audience – in theatres, pub or fringe theatres, digitally or elsewhere
- You are interested in the work of a touring theatre company and are willing to travel as part of your work with us
- You have experience of script-reading and making script reports
- You have experience of running participation activity such as workshops, or making theatre in an educational and/or community context
- You have the ability to organise and prioritise your own workload and work to deadlines
- You can demonstrate good administrative / IT skills
- 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'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.



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- 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 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.
  - 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.
  - Please note that this is a role that involves travel to different locations around the UK, including overnight stays.



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## 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 (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.

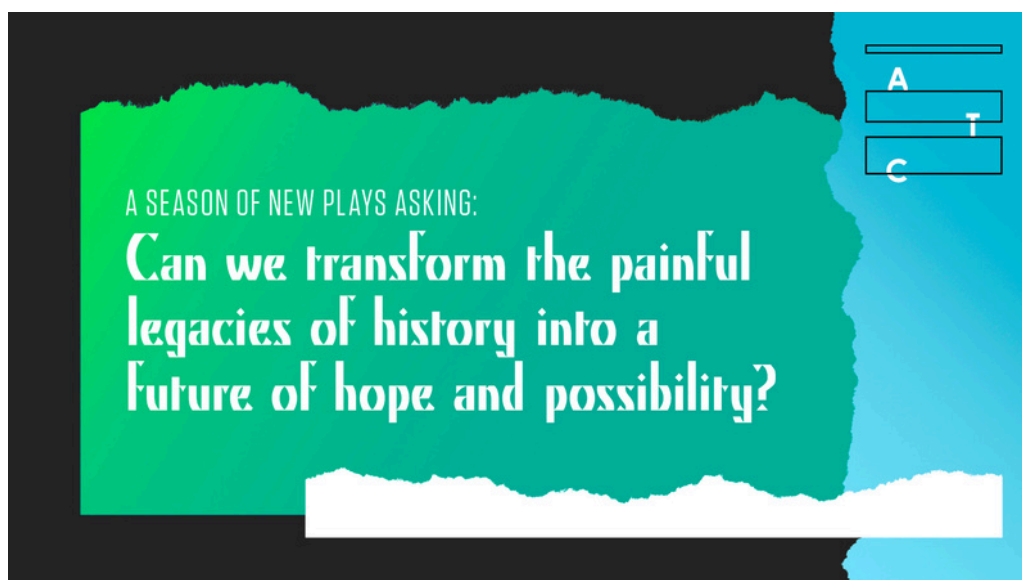
Through performance and participation, we aim to build understanding of diverse global cultures by creating dialogue between Britain and the rest of the world. Our work explores ideas of intersectionality, identity and belonging.

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 Australia, France, Belgium and Denmark.

ATC is currently led by Artistic Director Matthew Xia and Interim Executive Director Amber Massie-Blomfield. Between 2016-2024, the company's Executive Director was Andrew Smaje. Andrew and Matthew were named in The Stage 100 in 2020 and 2024. ATC's many accolades over the years include international awards, Edinburgh Fringe Firsts, and most recently a nomination for Producer of the Year (The Stage Awards 2024).

In 2023, ATC produced its acclaimed TRANSFORMATION SEASON, an ambitious season of work that responds to a single artistic provocation:



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**You can read more on the ATC website about:**

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

**ATC Policies:**

- [Data Protection & Privacy Policy](#)
- [Dignity and Respect at Work Policy](#)
- [DEER \(Diversity, Equity, Equality and Representation\) Policy](#)
- [Environmental Policy & Action Plan](#)
- [Family Friendly Working Policy](#)
- [Health & Safety Policy](#)
- [Flexible & Remote Working Policy](#)
- [Safeguarding Policy](#)

**Policy statement about recruitment**

ATC policy and practice is that entry into employment with the company and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular position. In all cases, ability to perform the job will be the primary consideration.



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

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# HOW TO APPLY

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

## **What to include:**

Please tell us, using clear examples where applicable:

- Why you are interested in working with us
- Tell us about a project or an achievement that you're really proud of – and what that tells us about you and your skills and experience
- Tell us about something you've seen or experienced that inspired or influenced you – arts experience – it could be a play, a gig, an exhibition, a festival
- Tell us a bit about how you fit the qualities and experience in the 'about us' section
- *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.*
- *Please let us know in your cover letter where you heard about the job.*

NB The selection process for interviews will be based on how well the candidate meets the qualities and experience in the 'about us' section'. 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](mailto:recruitment@atctheatre.com)

**Deadline for applications: Monday, 2nd September, 2024 by 12pm**



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# WHAT HAPPENS NEXT

## **By 6th September**

- 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

## **11th & 12th September - First stage interviews**

- Longlist of candidates
- Informal 1-2-1 chats
- This will be an opportunity for us to meet and find out more about each other
- We aim to meet as many people as possible, to help us get to know you, so at this stage the interviews will be relatively short - no more than 20 minutes
- Interviews will be conducted remotely, via whatever platform suits you best (e.g Teams, Zoom, FaceTime, phone call)
- We will send you the interview questions in advance to help you prepare

## **17th September - Second stage interviews**

- Shortlist of candidates
- This will be a more formal in-depth interview with a final shortlist of candidates
- This will be focussed on your approach to the job and how we might each benefit from working together
- The interview will last around 40 minutes
- We hope to be able to meet you in person.
- Interviews could also be conducted remotely, if that is better for you, via your preferred platform (e.g., Zoom, FaceTime, etc.)

## **By 27th September - Appointment**

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

## **By 30th September - Associate Director begins working with us**

- We appreciate that you may have a notice period with your current employer, so we are open to a start date that ensures you don't suffer financially. A phased start (part-time) may be possible. Let's talk!

## **October**

- Induction with organisation
- Board buddy, external mentor identified and confirmed
- 1 month probation period completed
- R&D (Current Commission)



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### **November 2024 – January 2025**

- pre-production, National tour
- Developing potential projects for future productions
- Devising participatory programmes relating to projects

### **2025**

#### **February – May**

- 8 week nationwide tour
- Associate Director travels with the tour, opening the production in each new venue (2 days per week away from home / office base)
- Delivery of participatory programme
- 6 month appraisal

#### **June – October**

- Supporting evaluation and debrief of National tour
- Supporting commissioning and R&D of new projects

12 months after start date

- Forward career planning
- Legacy planning
- Evaluation and learning for ATC
- Handover to next Associate Director, to ensure continuity between residencies
- Completion of residency



## 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.

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



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