



ACTORS TOURING COMPANY

ASSOCIATE DIRECTOR

ATC is looking for an Associate Director to join our team. You will be a mid-career director, preferably with touring experience, who aspires to lead an arts organisation. You will have the skills and experience to manage a production on a mid-scale national tour. You will be committed to engaging with audiences and communities across the UK, creating and delivering high quality programmes and events. You will be a champion of ATC's vision, connecting global stories with local communities and amplifying and celebrating global artists.

This is a 12-month fixed term role, with a salary of £30,000.



The Architect. Photo by David Levine

Associate Director Application Pack

Job Title: Associate Director

Responsible to: Artistic Director and Executive Director

Oversees: Freelance creative staff

Contract: 12 months fixed term

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. We have produced plays from the Middle East, Southeast Asia, Eastern, Northern and Central Europe, Australia and North America – bringing global stories to audiences across the UK. Our international touring includes taking our productions to Turkey, Finland, Spain and USA. Our recent work includes:

- Taking our award-winning production of *Tambo & Bones* on an 11-week mid-scale tour to 6 venues across the UK
- The Transformation Season, a season of work recognised for its innovation, excellence and impact on audiences
- Working alongside community groups and sanctuary seekers as artistic collaborators to devise *Bodies of Water*, a professional theatre piece for the 2024 Greenwich & Docklands International Festival, which gained national recognition
- Winning the 2023 UK Theatre Award for Design, for *Tambo & Bones*
- Being nominated for The Stage Awards 2024 including Innovation Award and Producer of the Year Award
- Named in Top Ten Theatre shows 2023 in Time Out and The Guardian
- Named in The Stage 100 2024
- Nominations for Black British Theatre Awards, The Offies, UK Theatre Awards

We engage 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 supportive team. We work flexibly from our office base at Brixton House. We are part of the Arts Council England National Portfolio.

For more information about our work please visit www.atctheatre.com

Overview of the Role

The Associate Director supports ATC Artistic Director Matthew Xia in the sourcing, development and realisation of new projects. This is an exciting opportunity to play an important role at ATC, contributing to our work and our mission. This role is well-suited to a mid-career director – possibly with touring experience - who aspires to lead an arts organisation. The Associate Director will support the development, making and touring of ATC's projects and be responsible for productions when they are out on tour. They will be instrumental in ATC's engagement with our audiences and communities across the UK.

The Associate Director is a vital member of ATC's team working closely with our Artistic Director to research and generate ideas for the future and deliver projects and engagement opportunities.

This is a 12-month full-time role specifically designed to allow greater opportunities to those who have encountered barriers to employment in relation to protected characteristics. Working with the Executive 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 Leadership team. There will be an opportunity for the Associate Director to develop and direct their own R&D during this engagement.

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

Artistic Duties & Responsibilities

- Support the Artistic Director of ATC in rehearsal and on tour, contributing to the whole project through planning, rehearsal, production week and tour
- Take responsibility as Associate Director for ATC productions out on tour
- 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
- 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
- Proactively implement and champion the [Anti-racism Touring Rider](#).
- Support or lead on development of artistic projects, through R&D, readings, workshops, and dramaturgical work with a writer or translator
- Support the administration of the production, including working within agreed budgets
- Attend production meetings, auditions, rehearsals, technical rehearsals and preview performances of the Production up to and including the Press Night Performance
- Check and note the Production whilst on tour.

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- Collaborate with the ATC team in managing the hosting of international guests, including travel, networking introductions, etc., to ensure a supportive welcome
 - Write and prepare Research Packs for the acting company and creative team to be used across rehearsals on specific shows

Engagement & Audience Development

- Work with the Artistic Director to develop, manage and deliver programmes of work with emerging artists and community groups
- Lead on the creation of a programme of community engagement activity to run alongside ATC's projects and productions across the UK.
- Create sustainable partnerships with audience engagement and development teams in ATC's tour venues, enabling them to become more effective in their audience development delivery and development of more ambitious audience goals.
- Lead on and manage bespoke research into audiences for ATC productions, i.e. Q&As, Community Events, wrap around engagement, and Black Out Nights.
- Support the publicising of the production
- Schedule Access Performances and coordinate delivery from appropriate practitioners
- Keep up to date with the work taking place outside of London, in particular potential co-producing theatres and touring companies.
- Organise, attend and facilitate pre- and post-show question and answer sessions and outreach events in the absence of the Director.

Other Duties

- Be an ambassador for the organisation and our work in the wider theatre sector
- Work collaboratively with respect, kindness and compassion as part of an engaged and supportive team.
- Adhere to and actively contribute to ATC's missions and Values including:
 - Diversity, Equality, Equity, Respect (DEER)
 - Anti-Racism
 - Sustainability (Green Touring Rider)
 - Health & Safety
- Any other duties as reasonably required





Tambo & Bones UK National Tour. Photo by Jane Hobson

Person Specification

Essential Experience & Skills:

- 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 proven experience of being an Assistant / Associate Director, supporting directors to create projects.
- You have experience remounting a show across different venues
- Wide knowledge of theatre work and artists
- Strong understanding of the dramaturgical process
- The ability to work collaboratively and form effective partnerships internally and externally
- Experience of working with a broad and diverse range of artists and communities
- Ability to develop, produce and manage artistic projects with minimal support
- Excellent communication and interpersonal skills
- 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 can organise and prioritise your own workload and work to deadlines
- You can demonstrate good administrative / IT skills
- 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'll be an enthusiastic and pro-active advocate for the Anti-Racism Touring Rider.
- You have a good working knowledge of access requests and requirements with regards to theatre, for audiences, participants and workforce.

Terms & Conditions

Salary: £30,000 per annum (pro rata)

Contract: Fixed Term Contract (9 months)

Working hours: Full time

Location: ATC offices are based in Carlton Mansions at Brixton House, 385 Coldharbour Lane, London SW9 8GL. We also work remotely

Travel to tour locations in the UK will form part of the role. Travel and accommodation expenses are paid in line with industry standard

Holidays: 25 days per annum plus all UK public and bank holidays

Pension: ATC offers a workplace pension plan with NEST currently with 5% employee and 3% employer contributions

Probation: Two months

Notice period: Two months (two weeks during probationary period)

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



How to Apply

Please send a current CV (including details of 2 referees) and covering letter (no more than 2 pages A4) outlining how your skills and experience match the person specification. Please also complete an online [Equal Opportunities Monitoring Form](#).

Email your completed application to:
Juliana Bearnse at recruitment@atctheatre.com

Please state **Associate Director** in the subject line.

Deadline for applications is **10am on Friday 17 October**

First interviews will take place online on **Thursday 30 October**

If you would like to submit your application in a different format we would be happy to accommodate this, please contact recruitment@atctheatre.com



We actively encourage people from a variety of backgrounds with different experiences, skills and stories to join us and influence and develop our working practice. We are particularly keen to hear from candidates from global majority backgrounds and candidates who self-identify as disabled and neurodivergent. All candidates who self-identify as disabled who demonstrate that they meet the essential criteria will be invited for interview. ATC is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, caring responsibilities, disability, gender, gender identity, marriage and civil partnership, pregnancy and maternity, race, religion or belief, and sexual orientation.

If you would like an informal, confidential conversation to discuss the role please get in touch with Juliana Bearse, General Manager and Producer at recruitment@atctheatre.com



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