



## **ASSISTANT DIRECTORS**

### **FOR IN-HOUSE PRODUCTIONS: *HOPELESS ROMANTICS* BY NICK LANE AND *MARRY ME A LITTLE* BY STEPHEN SONDHEIM**

- Start/Finish:** *Hopeless Romantics* - full time from Mon, 5 July to Tue, 20 July 2021 (plus attendance at pre-production Zoom meetings)
- Start/Finish:** *Marry Me A Little* - full time from Mon, 19 July to Tue, 3 August 2021 (plus attendance at pre-production Zoom meetings)
- Location:** The Courtyard Centre for the Arts, Edgar Street, Hereford, HR4 9JR
- Fee:** £1,200, to include £200 contribution towards travel & subsistence
- Closing Date:** 12 noon on Thursday, 17 June 2021
- Interviews:** w/c 21 June via Zoom

The Courtyard in Hereford is seeking two dynamic, exciting and fresh Assistant Directors for its summer season 2021 to work on its main stage productions of either *Hopeless Romantics* by Nick Lane or *Marry Me A Little* by Stephen Sondheim.

The successful candidates will work alongside directors Nick Lane and Jason Marc Williams, gaining valuable experience of working in a producing theatre. Our aim is to motivate and nurture emerging talent and to create a network of up-and-coming directors. This is a unique opportunity for emerging and enthusiastic directors and we are particularly keen to encourage those from under-represented and minoritized communities to apply, though all applications will be equally considered.

#### **Main Duties and Responsibilities**

- Attend pre-production meetings, production meetings, rehearsals, technical rehearsals, previews and press night
- Work closely with the director and creative teams to realise their vision
- Attend team meetings when required
- Lead warm-ups at director's discretion
- Observe the strictest confidentiality at all times
- Work within any applicable COVID-related restrictions
- Comply with The Courtyard's policies and practices relating to health and safety, environmental, equal opps etc

#### **Essential Shortlisting Criteria**

- Experience of directing at least two productions, which can include fringe shows, substantial community theatre work, student productions etc
- Demonstrable interest in pursuing a career as a theatre director
- Good knowledge of the theatre industry
- A passion to create amazing professional theatre
- Ability to work as part of a team

- Strong positive work ethic
- Excellent communication skills
- Right to Work in the UK

### **Desirable Shortlisting Criteria**

- Training in directing or theatre-related degree

### **Personal Qualities**

- An enthusiastic and flexible approach to work
- Ability to plan and manage your own workload
- A natural problem solver, able to multitask
- Ability to prioritise and plan your time effectively
- Creative thinker

### **Further Information**

- All rehearsals and performances will take place at The Courtyard Centre for the Arts, Hereford
- Rehearsals are from Monday to Saturday
- Food and drink discounts
- Free parking in onsite carpark
- Digs list available on request

### **HOW TO APPLY**

You should go to The Courtyard's website <https://courtyard.org.uk/job-vacancies/> to access the full application pack which contains:

- Further information about the productions
- Equal opps monitoring form
- GDPR Statement
- Equalities Statement

Please send a letter of application and CV to [mel.langford@courtyard.org.uk](mailto:mel.langford@courtyard.org.uk) by the closing date – Thursday, 17 June. Your letter should detail which production/s you are interested in, why you wish to join the team and what you think you can bring to the table. We would also ask you to complete and return our equal opportunities monitoring form.

Your letter or CV also need to include the following information:

- Full postal address, email address, telephone
- Confirmation you have the right to work in the UK
- Confirmation that under the Rehabilitation of Offenders Act 1974 you either have no unspent convictions, cautions, reprimands or warnings or, if you do, specify date of caution, bind-over or conviction, Court, nature of offence and sentence imposed or nature of conviction pending
- Names and email addresses of two relevant referees

### **And Lastly**

All applications will be treated in the strictest confidence and under The Courtyard's GDPR policy.