



## **JOB DESCRIPTION**

**JOB TITLE:** New Work Associate

**HOURS:** 40 hours per week

**SALARY:** £40,000 per annum

**CONTRACT:** Permanent

**RESPONSIBLE TO:** Artistic Director/Co-CEO

## **OVERVIEW**

The New Work Associate will initiate and lead on a diverse range of new work projects and artist development activities for the Royal Exchange Theatre. They will support the Artistic Director in the development of new work and will be responsible for driving the talent development of the most exciting, relevant and dynamic new work projects for the Theatre.

Essential experience includes script-reading, dramaturgy and commissioning, to encourage an open and critical culture of discussion about new work across the Theatre's spaces and programme on and off-site.

The role of the New Work Associate will encompass commissioning new writing, devising work, adaptations of classics and the development of new musicals focusing on developing new and more diverse audiences. At the heart of this work will be the 'text', ensuring that the Theatre is engaging with the most exciting and wide-ranging of artistic voices. The New Work Associate will also work closely with the Associate Director and Producing team, offering a range of opportunities for artists across the region.

Critically, the New Work Associate will deliver the Bruntwood Prize for Playwrighting, and in collaboration the Artistic Director will shape how this evolves to strategically shape the Theatre's artistic offer. They will also collaborate with other relevant partners and envision how we grow in response to the changing needs of the sector.

The New Work Associate will be a highly valued, respected and critical artistic voice, working closely with the Artistic Director to develop exciting ideas that inform the programme and the new artistic identity of the Theatre as it builds towards, and celebrates, its 50th Anniversary in 2026.

## **MAIN DUTIES**

### **NEW WORK**

- Support the dramaturgical development of new work and collaborate with the Artistic Director and Associate Director to develop exciting new projects for production.
- Lead and generate all agreements for commissioning, assignment, options and translations with writer agents, as required.
- To ensure, strong, clear and consistent communication with all artists involved with new work and talent development projects.
- Develop and maintain a deep understanding of Greater Manchester artists, seeking out opportunities for them to engage and develop with the Theatre.
- To work closely with the Artistic Director to develop budgets and monitor / manage project costs ensuring all events are delivered on time and within budget.
- To Deliver R & D projects as part of the New Work programme.

- Foster new partnerships with creative organisations as needed.
- Manage the processing of solicited and unsolicited scripts received by the Royal Exchange Theatre.
- Regularly attend new plays, workshops, reading and showings, and act as ambassador for The Royal Exchange, its approach and its work.
- Attend key performances and events, including all first previews, press nights and last performances of Royal Exchange Theatre programme.
- Any other duties as reasonably required by the Artistic Director to fulfil the objectives of The Royal Exchange Theatre.

#### BRUNTWOOD PRIZE FOR PLAYWRIGHTING

- Lead the strategic planning and delivery of the Bruntwood Prize for Playwriting.
- Development long-term planning for the Competition.
- In collaboration with the Artistic Director manage the relationship with sponsors and other partners.
- As required, run and deliver the writer engagement programme, locally and nationally (e.g. workshops, special events etc).
- Lead the script development of the playwrights and their plays and manage engagement with shortlisted and longlisted writers.

#### GENERAL

- Mentoring of writers on attachment and residency.
- Communicating with new writing agencies for and on behalf of the RET.
- Seeing new work on behalf of the RET.
- Lead on script reading; process and manage all unsolicited scripts the RET receives, providing feedback where possible, and opportunities to meet where appropriate.
- Work collaboratively with the relevant RET teams and external partners to find creative and innovative ways of new work to reach wider audiences and engage new communities in the Northwest and beyond.
- Planning and monitoring the use of expenditures in order to achieve prudent budget control and management.
- Where appropriate, to write funding applications for any new work / talent development schemes/project funding.

#### ESSENTIAL SKILLS AND EXPERIENCE

- Minimum of 5 years of demonstratable professional experience in a senior creative role within the Arts.
- Demonstratable skill of dramaturgy or editing /creating / script development of new work.
- Experience of working directly with writers and all other artists on the artistic process.
- Experience of managing mid to large-scale budgets.
- Experience of identifying, developing and mentoring emerging talent.
- Experience of working collaboratively and building effective partnerships internally and externally.
- A love of theatre and the theatre-making process.
- Excellent organisational and planning skills with a proven ability to work flexibly under pressure, or order to prioritise and meet deadlines.
- A genuine and demonstratable commitment to maintain the broadening of cultural diversity, representation and access.
- In-depth knowledge of the UK and international new work landscapes.

- A knowledge of the social, cultural and political context of the Arts.
- Digitally literate.
- Events producing experience.
- Persuasive written and verbal communication skills.
- Good analytical and problem-solving skills.
- A high level of attention to detail.
- An entrepreneurial spirit.