ROLE

New Work Associate

JOB DESCRIPTION

SALARY: £45,000 to £50,000 per annum, dependent on experience
HOURS: 40 hours per week
CONTRACT: Permanent
RESPONSIBLE TO: Artistic Director/Co-CEO
RESPONSIBLE FOR: Bruntwood Co-Ordinator

JOB 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 Company. 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. The role will also require a detailed knowledge of plays and a prescient ability to identify exciting and relevant classical and contemporary titles for revival. 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 North West Playwrighting, leading on all the phases of the Prize including events and writing groups, and the submission and judging cycles. Along with the Artistic and Associate Directors the New Work Associate will co-curate the projects in development supported in the Studio, as well as support writers on attachment.

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.

MAIN DUTIES

NEW WORK

- Support the dramaturgical development of commissions and new work and collaborate with the Artistic Director and Associate Director to develop exciting new projects for production.
- Be a key industry facing contact for agents, writers and other theatre artists, representing the RExC externally and communicating its artistic manifesto.
- In collaboration with the Director of Producing, generate all agreements for commissioning, assignment, options and translations with writer agents, as required.
- Oversee the delivery of all Studio workshops and readings and lead on casting for development work where required.
- To ensure, strong, clear and consistent communication with all artists and RExC departments 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.
- Attend RExC production previews, providing notes to the Artistic Director to feed into the process.
- To co-ordinate submissions for the Studio and lead on external communication of parameters and submission windows.
- Lead on script reading; process and manage all correctly submitted scripts the RExC receives, providing feedback where possible, and opportunities to meet where appropriate.
- Be a widely read proactive scout of potential adaptive material from a wide variety of sources including novels and articles.
- Foster new partnerships with creative organisations as needed.
- Regularly attend new plays, workshops, reading and showings, and act as ambassador for The Royal Exchange Theatre Company, its approach and its work.
- Attend key performances and events, including all first previews, press nights and last performances as required of Royal Exchange Theatre Company programme.
- Any other duties as reasonably required by the Artistic Director to fulfil the objectives of The Royal Exchange Theatre Company.

BRUNTWOOD PRIZE FOR NORTH WEST PLAYWRITING

- Lead the strategic planning and delivery of the Bruntwood Prize for North West Playwriting.
- Develop long-term planning for the Competition.
- In collaboration with the Artistic Director manage the relationship with sponsors and other partners.
- As required, lead and deliver the writer engagement programme (e.g. workshops, special events etc) and create a welcoming and supportive home for North West playwrights at the Exchange.
- Lead the script development of the playwrights and their plays and manage engagement with shortlisted and longlisted writers including attachments.

GENERAL

- Mentoring of writers on attachment and residency.
- Communicating with new writing agencies for and on behalf of the RExC.

- Work collaboratively with the relevant RExC 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 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 professional experience in a senior creative role within theatre and theatre-making
- Strong experience in dramaturgy or editing /creating / script development of new work.
- Demonstrable experience of working directly with writers and all other artists on the artistic process and of identifying, developing and mentoring emerging talent.
- Experience of managing mid to large-scale budgets.
- Experience of working collaboratively and building effective partnerships internally and externally.
- Excellent organisational and planning skills with a proven ability to work flexibly under pressure, or order to prioritise and meet deadlines.
- Events producing experience.
- Persuasive written and verbal communication skills, strong analytical and problem-solving skills and a high level of attention to detail.
- A genuine commitment to maintain the broadening of cultural diversity, representation and access.
- In-depth knowledge of the UK and international new work landscapes and a knowledge of the social, cultural and political context of the arts.