



Theatre Royal Stratford East  
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Artistic Director Nadia Fall  
Executive Director Eleanor Lang

## February 2025

Thank you for your interest in the post of **Associate Artistic Director**.

This pack includes information on Stratford East, the job description, person specification and details on how to apply. Please read all the information carefully before starting your application. Only relevant information will be considered when shortlisting applicants for interview. You may find it helpful to look at the Stratford East website [www.stratfordeast.com](http://www.stratfordeast.com) for general information on the theatre's policies, current programme and past history.

We would like all applicants to know that if they need additional support during the recruitment process we are happy to make reasonable adjustments.

Supporting statements can be submitted in written, video or audio format, please see the application form for more details.

To apply for the post, please:

- Upload your up-to-date CV with a covering letter of no more than 1 page outlining why you are interested in the role and what you believe you would bring it. Online submission form: <https://hr.breathehr.com/recruitment/vacancies/39439>
- Complete the equal opportunities monitoring form via this link: [Applicant Monitoring Form](#) (optional)
- When submitting your application via our website, please ensure your full name is part of the file name of the document you upload.

The deadline for receipt of completed applications is **9am on Tuesday 25 February. Applications received after 9am on the deadline date will not be accepted.**

It is intended that initial interviews will take place on **w/c 03 March.**

We may ask you to carry out a task as part of the interview process. We give as much notice as possible ahead of a task. We are happy to make reasonable adjustments for applicants, if needed, to complete the task.

We look forward to receiving your application and thank you for your interest in Stratford East.

## **Stratford East**

Stratford East is here to make truly great theatre in an atmosphere that welcomes all, with extraordinary shows that are affordable by all in the beating heart of East London.

Stratford East is a producing theatre, built in 1884, in the heart of East London, situated a short walk from Stratford station. We have a proud history and an exciting future. We represent our culturally and socially diverse community in the work we make, the people we employ and our audiences and participants. We tell stories that are current, political and representative of London.

From 1953 – 1979 the theatre was the home of Joan Littlewood's legendary Theatre Workshop Company. The Company received international recognition with their acclaimed productions such as *Oh, What a Lovely War!* and *A Taste of Honey*. Many leading actors, writers and directors have been part of the Theatre Royal Stratford East family including Meera Syal, Barbara Windsor, Don Warrington, Sheila Hancock, Indhu Rubasingham, Tanika Gupta, Roy Williams and Cynthia Erivo.

Alongside our work on stage, we run a Learning and Participation offer that is accessible and inclusive to all, with the aim to develop creative talent for people of every age. We run a range of programmes to create a lasting impact for our local community which aims to:

- provide routes into the industry, across all theatre departments, with a particular focus on diversifying those coming into the workplace, ensuring the theatre workplace of the future is a diverse and skilled one; and
- provide opportunities to people of all ages to develop their creative talents and engage with the work of the theatre, ensuring that there is a creative outlet to the widest possible constituency.

## **Governance and Finances**

Stratford East is a registered charity (Charity Name: Pioneer Theatres Ltd) and a company limited by guarantee. Stratford East Trading Limited is a subsidiary of the charity and operates the bar and catering provision. We are overseen by a non-executive Board of Directors chaired by Dame Margaret Hodge MP. The Board delegate day-to-day management of the theatre to its Executive Team.

We have an annual turnover of approximately £3.5m and our work is funded through four main sources: grant income from Arts Council England and the London Borough of Newham; box office income; fundraising income from trusts, businesses and individuals; and other earned income which includes commercial hires,

catering and front of house sales.

## **Safeguarding and Safer Recruitment Practises**

Stratford East is committed to safeguarding and embeds safeguarding in all of its working practices.

As part of our recruitment process, we ask applicants to agree to undertake a DBS check and complete a self-disclosure form, if applicable to the role.

If required, applicants will need to complete a self-disclosure form if invited to an interview. The completed form should be brought to the interview in a sealed envelope, marked 'confidential'. The envelope will only be opened, and the contents reviewed, as part of our referencing process, if the candidate is successful. All unopened disclosure forms will be shredded.

References are only sought for successful candidates, when referees are approached, we will ask them to assess the candidate's suitability for the role if it involves working with children, young people, and vulnerable adults.

## **JOB DESCRIPTION**

**Job Title:** Associate Artistic Director

**Reporting to:** Artistic Director

**Key Working Relationships:** Director of Producing, Learning and Participation Director, Freelance Creative Teams, Head of Marketing and Communications, Finance and Development Director and Head of Production.

## **MAIN PURPOSE OF THE POST**

We are looking to appoint an experienced theatre Director to work closely with Artistic Director Lisa Spirling on the delivery of Stratford East's vibrant and eclectic artistic programme. The successful candidate will have a proven track record of directing productions to a high standard in large or medium scale producing theatres and a desire to contribute, as part of the Senior Management Team, to the wider ecology of the organisation and the sector as a whole.

## **PRINCIPAL DUTIES AND RESPONSIBILITIES**

### **Productions**

- Contributing programming ideas, both new plays and those from the canon, and work with the Artistic Director and Director of Producing to bring them to production.
- Identifying writers and creatives for potential commissions and ensuring broad representation across all areas of our programme.

- Reading scripts /seeing work and, alongside the Director of Producing, advising the Artistic Director on potential programming prospects, with particular focus on amplifying diverse voices.
- Supporting in house and visiting shows during technical rehearsals and preview periods – providing notes and support for directors and creative teams.
- Directing in house productions at Stratford East, working with creative teams, producers and the wider team to deliver work of the highest quality.
- Supporting casting process on Stratford East productions and co-productions and leading auditions when required.
- Seeing work in development and performances elsewhere – keeping up with work of writers, directors and creative teams and developing those relationships.
- Developing and building on existing relationships with Directors, Artistic Directors and Associates in other theatres - in London and nationally.
- Developing commissioned plays and undertaking dramaturgical work and enabling both emerging and established artists with a focus on under-represented voices.
- Contributing to scheduling process for productions, which is managed by the Director of Producing and the General Manager.

## **General and Building Wide**

- Deputising for the Artistic Director when required, attending and leading rehearsals, performances, workshops, notes sessions, internal and external meetings.
- Being part of the Senior Management Team – attending weekly meetings and contributing to the overall strategic management of the theatre.
- Leading the strategic development and practical delivery of Stratford East's Royalty Scheme for freelancers – providing advice and mentoring, holding and scheduling 121 surgeries, attending and supporting scratch performances or work in progress readings.
- Working closely with the General Manager to run the Royalty Scheme and ensure it is evolving in response to the needs of its members.
- Contributing to Royalty Scheme newsletter and being the main point of contact for freelance Royalty Scheme members.
- Working closely with the Learning and Participation team; leading workshops and youth and community groups and directing community and young company productions as required.
- Collaborating with the Learning and Participation team to support training programmes run by the theatre (e.g. Young Technicians).
- Attending Development events, building relationships and proactively supporting Stratford East's fundraising activities.
- Speaking about the programme at Development events.



- Supporting the programming of one-night events and hires.
- Curating and Chairing post show discussions, panel talks and other events.

### **External:**

- Attending external networking / industry events representing Stratford East.
- Advocacy for Stratford East's work and the sector more generally.

## **PERSON SPECIFICATION**

### **Essential skills and experience**

- Experience of working with and amplifying diverse voices in theatre.
- Experienced director with proven track record directing shows in major / mid scale producing theatres.
- Proven commitment to and expertise in diversifying the theatrical canon.
- Dramaturgical experience.
- Experience and commitment to working with young people and communities.
- Proven existing relationships with writers, creative teams, actors and directors.

### **Skills**

- Confident facilitator with ability to run workshops.

- Strong interpersonal skills, ability to hold / run a room, manage teams and engage confidently with all stakeholders.
- Collaborative approach to working.
- Ability to be a spokesperson and advocate for the theatre and the wider sector.
- Strong administrative skills.

### **Personal Attributes**

- Aligned to and excited by TRSE ethos and artistic programme and vision and understanding the power of theatre to change lives.
- Commitment to providing / supporting pathways into theatre careers for those who face historic and systemic barriers.
- Commitment to equity, diversity and inclusion initiatives, championing access and working sustainably.
- Generosity to support others in their work and give constructive feedback.

### **INFORMATION**

**Contract type:** Initial contract 2 year fixed term

**Salary:** £45,000 pro rata for 4 days per week (actual £36,000)

**Hours of Work:** 32 hrs (4 days) per week / Full time when directing in-house shows  
Hours can be annualised to facilitate freelance work and directing  
Based at Stratford East – with optional 1 day remote / working from home in line with current policy

**Holidays:** 30 days per annum including bank holidays. This will increase by 1 day for each full holiday year of service completed to a maximum total of 33 days.  
**Holiday is pro rata for part time roles**

**Probation:** 3 months

**Notice** 3 months (after probation)

**Period:**

**Pension:** Up to 5% matched pension contribution after qualifying period

**Other Benefits:** Season ticket loans, Cycle to Work Scheme, complimentary theatre tickets, staff catering discount, Employee Assistance Programme (support and advice via phone and online for on various matters including legal, debt, counselling etc.)

## **INFORMATION**

**Stratford East is committed to a policy of equal opportunities embracing diversity in all areas of activity and positively welcomes applications from disabled people and people of all ethnicities.**

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