

Headlong Theatre Literary Associate/Associate Director Job Description

Responsible to: Artistic Director

Objective

To support the Artistic Director in developing and maintaining Headlong's artistic identity. To commission and develop new work and to advocate for the company at all artistic levels.

Key Attributes

Essential

- Self-motivated and able to manage a heavy and varied workload
- Creative imagination and strategic thinker
- Excellent literary skills
- Articulate and passionate advocate for theatre
- Sophisticated understanding of and networks in the theatre industry
- Excellent knowledge of the literary canon
- Fluent and creative copywriter
- Good understanding of the script commissioning process and relationships with agents and writers
- IT literate
- Excellent interpersonal skills and confident at dealing with people

Desirable

- Experience of education and arts development practice
- Experience of casting
- Creative writing and adaptation experience
- Experience of negotiating writers' contracts and knowledge of standard industry contracts
- Experience of theatre production as a director, creative producer, literary manager or dramaturg

Headlong Theatre, 34-35 Berwick Street, London, W1F 8RP.
T:0207 478 0270 F:0207 434 1749 info@headlongtheatre.co.uk www.headlongtheatre.co.uk

Artistic Director Rupert Goold, Executive Producer Henry Finch, General Manager Jenni Kershaw, Finance Manager Julie Renwick, Administrator Lindsey Alvis, Associate Artist Jamie Lloyd.

Board of Directors: Samuel Adamson, Sean Egan, Sarah Hunt, Paterson Joseph, Caroline Maude, Robin Paxton (Chair), Wendy Spon, Emma Stenning, Sarah Preece, Colin Tweedy.

Headlong Theatre Limited Registered in England No. 1171757 Registered Charity No. 267965 VAT Registration No. 195599005

Task Areas

Literary & Artistic Development

- To support Headlong's programming process
- To manage the company's literary function, including commissioning and developing new scripts and adaptations, and contribute dramaturgically to projects where relevant
- To develop projects with emerging and established directors and theatre-makers
- To promote the development of new work with all our partner venues
- To artistically support all Headlong shows at all stages in development and production alongside the Associate Artist
- To see the best cutting-edge work nationally and internationally and to feed learnings from this into Headlong's work

Brand development

- To play a key role in Headlong's marketing strategy and the specific marketing for each show
- Where necessary to write marketing and company copy
- To organise events, conferences and seminars as part of the company's identity
- To act as an artistic advocate for the company alongside the Artistic Director and the Associate Artist.

Casting

- To support all casting activities, working with casting directors and agents

Education

- To develop a programme of arts development activity with the Artistic Director reflecting the core values of the company

General

- To work alongside the Artistic Director, developing and supporting the touring programme on the road
- To take on tasks related to the programme development as and when required by the Artistic Director and Executive Producer.
- To develop and manage a database of artists associated with the company and to respond to scripts and unsolicited applications.

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Hours/ Holidays

The office is open from 10am- 6pm Monday to Friday. Flexible hours may be offered in certain circumstances. Some evening work (including overnight stays away from home) will be expected. No overtime is paid.

20 days holiday per year rising to 25 days after one year's service.

Salary

Negotiable according to experience

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