*The Royal Court is the writers’ theatre. It is the leading force in World theatre for vigorously cultivating writers – undiscovered, new and established. Through the writers we are at the forefront of creating restless, alert, provocative theatre about now. We seek stories from everywhere and create theatre for everyone and we see our audience as one of our chief collaborators.*

**Applications are invited for the post of**: **Literary Assistant**

## Responsible to: Deputy Literary Manager

The Royal Court is the home of the English Stage Company Limited (ESC) and is the UK’s leading theatre dedicated to new writing.

Up to 16 plays a year are staged between two theatre spaces (the Jerwood Theatre Downstairs and the Jerwood Theatre Upstairs) at the Royal Court’s home on Sloane Square. Over 100,000 people visit the Royal Court every year and over 100,000 more see our work elsewhere, including transfers to the West End and New York, National and International touring, London residencies in Tottenham and Pimlico, and online.

A significant amount of play development activity takes place year-round. This work aims to find and nurture the most talented new writers and develop the highest quality plays, for which the Royal Court is internationally renowned. There is an ongoing programme of writers’ attachments, readings, workshops and playwriting groups.

The Royal Court Theatre also has two commercial subsidiaries, Royal Court Theatre Productions Ltd (RCTP), which facilitates the transfer of Royal Court productions to the West End and ESC Catering Limited set up to run the catering operation at the theatre.

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**Main Purpose**

The Literary Assistant provides administrative support to the Literary Department, supporting the Literary Manager and Deputy Literary Manager and ensuring the smooth running of the department.

This is a key role in the Literary team, working closely with the Literary Manager and Deputy Literary Manager to support, develop and nurture writers.

**SCRIPTS**

* The management and administration of all scripts – solicited and unsolicited – received by the Royal Court including logging and monitoring progress of submissions on the scripts database.
* Acknowledging all script submissions and award submissions where necessary; communicating with playwrights, agents and others about the status of submitted scripts
* Meeting with readers returning scripts and ensuring that any recommended scripts are brought to the attention of the Literary Manager or Deputy Literary Manager.
* Preparation of bespoke return letters to writers, in liaison with the Deputy Literary Manager, ensuring that external communication reflects the ethos of the Royal Court and our relationships with specific writers.
* Being a general point of contact for readers and writers.
* Returning all submitted scripts efficiently on the basis of reports provided by reader, Deputy Literary Manager or the Literary Manager.
* Organising the distribution of scripts for the fortnightly artistic team script meeting and administrative support thereof.

**WRITERS’ GROUPS**

* Supporting the writers’ groups; managing, logging and reading incoming scripts and working with the Deputy Literary Manager on day to day administration of the groups as required.
* Assisting the Deputy Literary Manager in compiling feedback letters to writers’ group members.
* Dealing with general enquiries about the writers groups and other literary department activities.
* Ensuring monitoring information for all groups is collected and filed on a regular basis.

**GENERAL**

* Managing the correspondence of the department through email and post, including organising and responding to show invitations and script queries.
* Providing support for readings, workshops and events linked to the literary department; assisting the Projects and Literary teams on these events as required.
* Supporting the Associate Directors in their work with writers, as required.
* Attending theatrical performances and readings outside of the theatre as a representative of the Royal Court’s literary department (in addition to attending performances of Royal Court productions).
* Providing day to day administrative support to the literary department, including booking travel and accommodation if required.
* Organising and attending writers’ nights for each production and other events for writers as required.
* Attending staff, departmental and other meetings.
* Communication with IT support on any issues associated with networked computers and printers.
* Upholding the Royal Court’s Equal Opportunities, Diversity, Health and Safety and Environmental policies at all times.

To carry out any other duties required by the theatre in pursuance of the above objectives.

**Personal specification**

**Essential Skills**

* Previous experience of administrative work within a theatre or arts organisation
* A demonstrable interest in new writing and the development of new work for live performance
* A good knowledge of contemporary theatre in the UK and beyond
* Excellent written and verbal communication skills
* Excellent attention to detail
* Proactive problem-solving capabilities
* Ability to plan effectively, prioritise a busy workload and meet deadlines
* Ability to communicate effectively and appropriately with established and emerging writers, artists and theatre professionals
* High level of computer literacy, including MS word, excel and outlook
* Ability to respond quickly and reliably to internal and external enquiries
* A flexible and collaborative approach
* Highly organized and self motivating
* Friendly and approachable manner with a genuine understanding of and support for the Royal Court’s artistic vision

**Terms & Conditions:-**

Title of post: Literary Assistant

Hours: Standard office hours are 10am – 6pm. Some evening and week end work will be required.

Salary: £21,500 per annum.

Holiday entitlement: 20 days per year, plus 8 days for statutory holidays.

Rising to 25 days per year, plus 8 days for statutory holidays

After 2 years’ service

Contract: Permanent

Notice period: 6 weeks

Pension: The Royal Court operates a contributory company pension scheme for all permanent employees. The company contribution is capped at 5% of basic salary. The employee is free to contribute at any level.

We also operate an alternative workplace pension scheme.

Details of both schemes will be available at point of contract.

Other Benefits:

* + - * Complimentary tickets for preview performances, subject to availability and the Royal Court’s staff ticket policy.
      * Interest free season ticket loan, cycle to work scheme, free life assurance, subsidised exercise classes.
      * Discount on meals and drinks in the Royal Courts bar and Kitchen.
      * Discount on all purchases in the theatre’s Bookshop, subject to discount policy.

**Application Procedures:-**

Please note that only applications submitted on the Royal Court’s standard Application Form can be considered. Application Forms can be downloaded from: https://royalcourttheatre.com/about/jobs/

Once the Application and Equal Opportunities Forms are completed please return, by the closing date below, to:

Email: [recruitment@royalcourttheatre.com](mailto:recruitment@royalcourttheatre.com)

By post: Recruitment

English Stage Company

Royal Court Theatre

Sloane Square

London

SW1 8AS

**Closing date for applications: 12pm on Monday 2nd October 2017**

**Interviews to be held:**  **w/c Monday16th October 2017, exact dates tbc.**

The ESC is an equal opportunities employer. We aim to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, race, colour, nationality, disability, ethnic or national origins, class, marital status, civil status, sexual orientation, gender re-assignment, age, political or religious belief. Applications from Deaf and disabled people are welcome.

*The English Stage Company (no. 231242) is a publicly funded registered charity.*