



**Royal Court Theatre**  
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The Jerwood Theatres at the Royal Court Theatre  
The English Stage Company Limited at the Royal Court Theatre  
Registered in England & Wales company number 539332  
Registered charity number 231242 VAT number 238 9311 47

*The Royal Court Theatre is the writers' theatre. It is a leading force in world theatre for cultivating and supporting writers - undiscovered, emerging and established. Through the writers, the Royal Court is at the forefront of creating restless, alert, provocative theatre about now. We open our doors to the unheard voices and free thinkers that, through their writing, change our way of seeing.*

**Applications are invited for the post of: Assistant to the Artistic Director and Executive Producer  
Responsible to: Artistic Director**

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) and over 120,000 people visit the Royal Court in Sloane Square, London, each year and many thousands more see our work elsewhere through transfers to the West End and New York, UK and international tours, digital platforms, our residencies across London, and our site-specific work. Through all our work we strive to inspire audiences and influence future writers with radical thinking and provocative discussion.

The Royal Court's extensive development activity encompasses a diverse range of writers and artists and includes an ongoing programme of writers' attachments, readings, workshops and playwriting groups. Twenty years of the International Department's pioneering work around the world means the Royal Court has relationships with writers on every continent.

We're now working to the future and are committed to becoming a carbon net zero arts venue throughout 2020 to ensure we can continue to work for generations of writers and audiences to come.

The Royal Court is an equal opportunities employer. We aim to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, civil status, class, colour, disability, ethnic or national origins, gender identity, marital status, nationality, race, religious belief or sexual orientation. Applications from Deaf and disabled people are welcome and we guarantee to offer an invitation to interview to all disabled candidates who meet the minimum criteria, as Deaf and disabled people are currently under represented in the company.

**MAIN PURPOSE:**

Providing high-level administrative and general support to the Artistic Director (Vicky Featherstone) and Executive Producer (Lucy Davies), ensuring the smooth running of their schedules, handling all calls and correspondence, managing their busy diaries, organising meetings, travel arrangements and itineraries.

The Assistant to the Artistic Director and Executive Producer also supports the Associate Directors when required and the Producing team during busy periods and is the first point of contact for a wide range of administrative and artistic contacts both internally and externally.



## **KEY RESPONSIBILITIES:**

### **DIARY MANAGEMENT & TRAVEL ARRANGEMENTS**

- Keep the Artistic Director and Executive Producer's diaries and arrange the smooth running of their schedules, including scheduling meetings, workshops, casting sessions, readings, theatre visits and rehearsal schedules.
- Ensuring that the Artistic Director and Executive Producer are fully briefed about forthcoming meetings and events
- Organise and book all travel and accommodation for the Artistic Director, Executive Producer and other members of the artistic team, when required.
- Coordinate the Artistic Director and Executive Producer's schedules when they are abroad and when the Artistic Director is in rehearsal, providing itineraries when necessary.
- Managing requests for the Artistic Director and Executive Producer's attendance at internal meetings and events and liaising with all departments within the organisation.
- Managing diaries and travel arrangements for Associate Directors when required.

### **BOARD ADMINISTRATION**

- Responsible for the efficient collation and distribution of papers to the ESC Board, ESC Catering Board meetings and Finance and General Purposes Committee.
- Liaise with Heads of Departments to ensure departmental reports are submitted on time for the Board meetings.
- Work with the Finance Director to schedule and confirm Board meeting dates and ensure they are agreed and clearly communicated to all Board members
- Being the first point of contact for Board members for routine matters, including meeting attendance.
- Minuting ESC Catering, ESC Board meetings and Finance Committee meetings and ensuring minutes are typed up and approved as soon as possible after the meeting and filed appropriately.
- Organising refreshments for Board meetings and ensuring the meeting room is set up in advance.
- Co-ordinate occasional 'meet the Board' events for staff and board members.

### **MEETINGS**

- Prepare papers, briefings etc for the Artistic Director and Executive Producer in advance of meetings.
- Greeting and welcoming visitors and guests, and set-up and organise refreshments as required.
- Attending the season scheduling meeting, and voicing scheduling concerns on behalf of the Artistic Director where appropriate.
- Schedule regular first preview meetings, Town Hall meetings and other general meetings on behalf of the Artistic Director.
- Attend and minute the Health and Safety meetings twice a year

### **GENERAL ADMINISTRATION**

- Dealing with incoming post for the Artistic Director and Executive Producer, drafting replies to all standard correspondence, invitations and emails on behalf of the Artistic Director.

- Take phone calls for the Artistic Director and Executive Producer, referring or dealing with them where possible.
- Acknowledging scripts received by the Artistic Director and passing these on to the Literary department for processing.
- Handle all general artistic enquiries received by the theatre, forwarding to other departments where necessary or referring on to the General Manager or Associate Directors as appropriate.
- Maintain and manage the Artistic Director and Executive Producer's filing system.
- Compile and send out the weekly staff newsletter to the company
- Collate and process expenses for the Artistic Director, Executive Producer and Associate Director expenses when required, for the Finance Office and tracking credit card purchases and receipts in liaison with the Finance Director.
- Book theatre tickets as instructed, and liaise with finance regarding budgets for these.
- Coordinate and at times organise special events, (eg Away Days, internal social events) as instructed by the Artistic Director and Executive Producer.

#### **PRODUCTION ADMINISTRATION AND SUPPORT**

- Producing and formatting the programme pages for playtexts for all productions. This involves collating and editing company biographies to house style, layout, distributing proofs for correction, liaison with publishers for deadlines, liaison with the development team on appropriate supporter / sponsor credits and logo placement and liaison with the marketing department on placement of internal and external adverts within the playtexts. Knowledge of Adobe InDesign is desirable but not essential as training can be supplied.
- Working closely with the Producing team to manage the room booking diary for day to day use of space within the building, across all departments and for all productions.
- Providing copies of scripts to other members of the artistic team and the producing team.
- Support the Producing team in setting up for readings, workshops and other internal artistic events as required.
- Arrange the signing and distribution of press night cards for each production.
- Assist the Producing team when required, including sending out scripts, correspondence, calls and photocopying.
- Attend first previews and press nights where required to assist the Producing team in hosting these events.

#### **GENERAL**

- Maintaining excellent working relationships with writers, directors, casts, agents and staff across the organisation
- Representing the Royal Court with diplomacy, discretion and courtesy at all times
- Adhering to the Royal Court's health and safety policy, ensuring a due regard for your own safety and the safety of those around you
- Supporting the Royal Court's Equality and Representation and Environmental policy and practice at all times and play an active part in the development, promotion and implementation of these policies.
- Attend the regular staff meeting, scheduling meetings, preview meetings and company meetings



This job description is a guide to the nature of the work required by the Assistant to the Artistic Director and Executive Producer and the post holder may be required to undertake other duties appropriate to the nature of the post as agreed with the Artistic Director and Executive Producer.

## **PERSON SPECIFICATION**

### **Essential**

- Previous experience in a similar role – either as a personal assistant or in a comparable administrative role.
- Knowledge and understanding of the theatre industry, key people and the producing process.
- Excellent written and verbal communication, with the ability to pitch communications at the right level.
- Ability to manage upwards and predict needs before they arise.
- Ability to forward plan, be proactive and use initiative in managing busy schedules.
- Proven ability to deal diplomatically, sensitively and discretely with confidential information and with a wide range of people.
- Highly organised, efficient, flexible and able to work independently with excellent attention to detail.
- Positive, friendly and approachable when dealing with a wide range of staff and artists at all levels.
- The ability to focus, whilst working in a busy office, and handle multiple tasks.
- Excellent typing and IT skills.
- A keen interest in new writing would be beneficial. However, please note that this role sits within administration and not the artistic team.

## **TERMS & CONDITIONS:**

Title of post:	<b>Assistant to the Artistic Director and Executive Producer</b>
Hours:	Standard 40 hours per week, Monday – Friday. Due to the nature of this role, some evening and occasional week end work will be required.
Contract:	Permanent
Salary:	£24,000 per annum
Holiday entitlement:	20 days per year, plus 8 days for statutory holidays. Increasing to 25 days per year after 2 years' service.



**Pension:** The English Stage Company operates a defined contribution pension scheme. All eligible staff members will be automatically enrolled after three months' service and contributions will be made at the current rates as set by the Pensions Regulator, which is 8% of qualifying earnings (3% employer/5% employee). For more details, please visit: <https://www.gov.uk/workplace-pensions/joining-a-workplace-pension>

**Other Benefits:**

- Complimentary tickets for preview performances, subject to availability and the Royal Court's staff ticket policy.
- Interest free travel season ticket loan, cycle to work scheme, free life assurance, subsidised pilates class.
- Discount on meals and drinks in the Royal Court's 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, CVs are not accepted.**

Application Forms can be downloaded from: <http://www.royalcourttheatre.com/about/jobs/>

Once the Application form is completed please return, by the closing date below, to:

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

By post: Recruitment, Royal Court Theatre, Sloane Square, London SW1 8AS

**Closing date for applications: 10am Friday 13 March 2020**

**Interviews to be held: w/c 23 March TBC**