



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

## APPLICATION PACK – TRAINEE DIRECTOR

Thank you for your interest in this role. You will find information about the Royal Court and the role in the following pages, along with details of how to apply. Please read this information before you submit your application.

### ABOUT THE ROYAL COURT

The Royal Court Theatre 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. The uniqueness of our environment enables writers to ask questions we don't yet know need to be asked in ways we cannot yet imagine, inspiring audiences and influencing future writers. Through the writers we strive to constantly reinvent the theatre ecology. We seek to find, cultivate, and create tomorrow's major writers and the classic plays of the future.

We seek stories from everywhere and create theatre for everyone, and we see our audience as one of our chief collaborators. We invite and enable conversation and debate, allowing our writers and their ideas to reach and resonate beyond the stage, and the public to share in the thinking.

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 120,000 people visit the Royal Court every year and many more see our work offsite, online, in the West End, globally and on tour. Our unique sector-leading activity is the play development work, which takes place year-round including an ongoing programme of Writers Groups for around 100 writers a year.

The Royal Court is committed to fostering an inclusive, socially just culture in which everyone feels they belong. We are an equal opportunities and disability confident employer. We seek a representative workforce for our city and we warmly welcome and commit to interview applicants with protected characteristics who meet the essential criteria for this role.

We are on a journey to become a Zero Harm organization, where everyone who engages with us can work free from discrimination. This work is live and ongoing and fully integrated across our organization and all areas of our work.

### VALUES

#### **ACUTE + RESTLESS**

We're driven by the need to unsettle pre-conceived ideas of theatre, applying intuition and acute intelligence to every script. We involve our audience in questions about what theatre could be and how it shapes our world. We want to make theatre history now.

#### **INTELLECT + DEMOCRACY**

We're unflinching in our intellectual bite and the stringency of our thinking.

We want to shatter the illusion that ideas are for the few, throwing open the best thinking and critical debate to a broad audience.

#### **EMPATHY + DISRUPTION**

We can't act alone. Together, we listen, respond and adapt, offering a sustaining and vital playground for experiment and ideas. We're bold and flexible, embracing positive disruption and the unpredictable.



## APPLICATION PROCESS

Please use the online application form to apply. A link to this form can be found on the jobs page of our website [www.royalcourttheatre.com](https://royalcourttheatre.com). <https://royalcourttheatre.com/about/jobs/>

The online application form will ask for the following things:

- Your personal contact information.
- Your NI number and / or any work permit details.
- Some equal opportunities data (optional).
- Your response to the question below:

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**Why are you suited to this role? Please summarise your skills, knowledge and experience to demonstrate how you meet the essential criteria in the person specification. (approx. 500 words)**

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**Please answer this question within the Survey Monkey form.**

**You will also be asked to upload your CV as a word document or pdf file.**

We will review all responses to the question and score these against the person specification alongside the CV to achieve a shortlist of people we will then invite to interview.

Candidates who currently have a valid work permit allowing them to work in the UK for the duration of this contract are welcome to apply. Unfortunately, we are unable to consider applications for this role which require us to obtain a certificate of sponsorship or permit to work in the UK.

Please let us know if you would like further information, support with access requirements or an informal chat about the role. You can contact us on [recruitment@royalcourttheatre.com](mailto:recruitment@royalcourttheatre.com) You can also email us if you would like to submit your application in a different format or experience any difficulties with the online application form.

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**CLOSING DATE FOR APPLICATIONS: 3<sup>rd</sup> April 2023 at 10am.**

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## INTERVIEWS

First round Interviews will take place at the Royal Court on 19<sup>th</sup> and 20<sup>th</sup> April 2023.

There may be a second round interview for some candidates.



We will respond to all candidates within 2 weeks of the application deadline regardless of whether they have been selected for interview or not.

## **ABOUT THIS ROLE**

Job Title: Trainee Director

Line Manager: Associate Director

The Trainee Director will support and assist the Artistic Director, Associate Directors and visiting directors on productions throughout rehearsals and noting the show during the course of the run. The Trainee Director will work closely with the artistic team as a whole to support writers, develop plays and deliver projects.

## **KEY RESPONSIBILITIES**

### **Artistic Team**

- Supporting the core artistic teams in the development of writers and work for the theatres programme
- Working closely with Open Court to deliver one-off workshops and long-term projects
- Working with the Literary team to support their work, as appropriate
- Working with the International team to support their work as appropriate
- Developing and making content for LIVING ARCHIVE
- Directing development readings and one-off projects as appropriate
- Attending all Royal Court productions at preview stage and offering constructive feedback via the Artistic team.

### **Assistant Directing**

- Assisting and supporting internal and freelance directors in the rehearsal room – this may involve contributing to rehearsal discussions, taking note of rehearsal progress, supervising break out rehearsals, assisting with scheduling rehearsal calls and, on occasions, leading rehearsals in the director's absence.
- Carrying out research for each production
- Assisting the casting team as required
- Supporting cast members as required (eg. running lines)
- Being in attendance throughout production week, in technical and dress rehearsals, throughout previews and at press nights.
- Supporting Director and Stage Management with liaising between Rehearsal room and Marketing requests etc.
- Supporting Stage Management and technical staff in rehearsals and during production week
- Monitoring the productions during their run, watching and noting the show at least once a week

### **General**

- Attending regular staff and company meetings.



- Preparing for and attending weekly script meetings and artistic planning meetings
- To adhere to and promote the company's policies in relation to equal opportunities, health and safety, diversity and sustainability.
- Carrying out any other duties required by the theatre in pursuance of its key objectives.

This job description is a guide to the nature of the work required by the Trainee Director, and they may be required to undertake other duties appropriate to the nature of the post as agreed with the Artistic team.

### PERSON SPECIFICATION

- Experience as a theatre director – making your own work for a paying audience for a run of at least 1 week.
- Previous experience as an Assistant Director.
- Demonstrable interest and experience in directing new writing and / or developing new work
- Ability to give strong notes and to be observant and constructive when watching rehearsals and performances.
- Ability to run a room – in a rehearsal and / or workshop context - getting the best out of the artists and participants.
- An ability to multi-task and respond reliably to tasks as required by the artistic team.
- An interest in making work in a Community and Young Persons setting.
- A confident communicator, able to be positive and approachable when dealing with a wide range of artists at all levels.
- Highly organized and self-motivated with meticulous attention to detail.

### Terms & Conditions:

Title of post: Trainee Director

Hours: 40 hours per week. Evenings and weekend work will be required.

Salary: £24,856 per annum

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

Contract: 1 year fixed term

Notice period: 1 month

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 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.



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