



Royal Court Theatre
royalcourttheatre.com
info@royalcourttheatre.com

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

JOB DESCRIPTION

DIGITAL RESEARCH ASSISTANT, LIVING ARCHIVE

ABOUT THE ROYAL COURT

The Royal Court is the writer's theatre – the leading national and international force for championing, cultivating and supporting theatre writers. Through work on our stages alongside national and local projects, we pioneer the theatrical form, explore big ideas, empower new voices – and in doing so enrich and enliven audiences and communities through transformative experiences.

In January 2024, our new Artistic Director David Byrne took up leadership of the Royal Court. Alongside his first season as artistic director, this coming year is a key moment to re-interrogate and renew our work. We have a focus and ambition to be the most relevant, exciting and meaningful version of 'the writers' theatre' across the next decade.

The Royal Court is committed to fostering an inclusive and collaborative culture in which everyone can do their best work. We are an equal opportunities and disability confident employer. We are particularly keen to receive job applications from individuals with protected characteristics currently under-represented in our workforce, particularly including Black & Global Majority and D/deaf & disabled applicants.

ABOUT THE LIVING ARCHIVE

In November 2023, the Royal Court Theatre launched *Living Archive* - a cumulative and ongoing digital archive through which the work of the Royal Court Theatre can be accessed, explored, and interrogated by contemporary artists and audiences. Free and accessible, *Living Archive* showcases all the work the Royal Court has produced and is designed to inspire and support writers.

The project so far has been managed by a cross-departmental workgroup and we are now hiring a new role, Digital Research Assistant, to help manage the continued maintenance of the site, continued content creation, and to provide the Lead Researcher & Project Coordinator administrative and creative support over a 6-month period.



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ABOUT THIS ROLE

MAIN PURPOSE

The Digital Research Assistant will be part of the wider project workgroup, will work closely with the Lead Researcher & Project Coordinator, and will report into the Project Manager, with heavy oversight on day-to-day activities managed by the Lead Researcher & Project Coordinator. This role will be editing and uploading content for the archive, including text, images, video, audio, links to other archives/external content, links to purchase related items. The assistant will ensure that all content is properly formatted, tagged, and categorised for optimal searchability and user experience.

Examples of types of content the assistant will be helping to manage and upload onto the site:

- Different versions of scripts (or parts of them)
- Creating and updating writer biographies and dedicated pages for playwrights featured in the Living Archive
- Which individuals worked on the show (actors, creatives, support)
- What other work was being made by the RCT at the time
- How was the play received/additional context
- (Links to) further content such as interviews, podcasts, photos, posters, show materials
- Call-outs to help contribute to the archive or provide additional content/stories

PERSON SPECIFICATION

The successful candidate will have:

- Strong research and administrative skills
- Excellent organisational and communication skills
- Ability to work to a deadline, both as part of a team and on an individual level
- A keen interest in the history of the Royal Court

Desirable skills would include:

- Experience with WordPress
- Experience with website tracking/Google analytics'
- Attention to detail and accuracy in data entry and content management



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The Digital Research Assistant will also be responsible for the maintenance of the Living Archive associated inboxes, as well as any received communication with reference to public 'call outs' for input into the archive from our audience base.

TERMS & CONDITIONS

Role: Digital Research Assistant, Living Archive
Hours: 24-hours per week, at least 1 day on-site
Salary: £13.15 per hour
Contract: 6-months, part-time

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>

All permanent members of staff who have completed their probation period are entitled to join the English Stage Company's salary sacrifice pension scheme, where contributions will be matched up to a maximum of 5% gross salary provided that the minimum total contribution under auto-enrolment rules is met.

Other benefits:

- Complimentary tickets for preview performances, subject to availability and the Royal Court's staff ticketing policy.
- Interest free season ticket loan, cycle to work scheme
- Discount on meals and drinks in the Royal Court's Bar & Kitchen
- Discount on all purchases in the theatre's Bookshop, subject to discount policy

HOW TO APPLY

To apply, please send a **CV and short covering letter** (no more than one side of A4) in Word doc or PDF. The covering letter should clearly address the key criteria outlined in the job advert.

Your application can also be sent through in the form of a voice note, or PowerPoint presentation (no more than five slides). Should there be a more accessible format for your expression of interest to be received, please email the recruitment inbox.



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Applications should be sent through to the recruitment inbox at
recruitment@royalcourttheatre.com

The deadline for applications is **9am on Monday, 27th May 2024.**

Interviews will take place w/c 3rd June 2024.

NEXT STEPS

The Royal Court Theatre operates the Disability Confident scheme, which means you are guaranteed to be shortlisted to the next stage if you meet the minimum criteria. Please clearly outline in your email if you would like to be considered under this scheme.

If you have any questions concerning this role, please email
recruitment@royalcourttheatre.com.