



Royal Court Theatre
Sloane Square, London, SW1W 8AS
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royalcourttheatre.com
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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

JOB DESCRIPTION

NEW PLAYS ASSOCIATE

Full time, permanent

ABOUT THE ROYAL COURT

The Royal Court is the writers' 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 THIS ROLE

Job Title: New Plays Associate

Line Manager: Associate Playwright & Dramaturg

MAIN PURPOSE

This new role will be a core part of the Royal Court's artistic team. The New Plays Associate will act as creative and organisational lead for our Open Submissions programme and other open calls; will be central to our work reading and considering new plays at all levels and communicating with writers; and will contribute across a range of artistic activity to best identify, support and develop new plays and playwrights. A key member of the department, the role will line manage the Artistic Co-ordinator, supervise a team of freelance readers, and connect with multiple internal departments; setting a positive and ambitious culture throughout all our work.

The ideal candidate will combine strong creative insights, instincts and understanding of new writing for theatre, with the ability to deliver high-quality management, organisation and communications to underpin delivery of our artistic processes and programmes.

RESPONSIBILITIES



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Open Submissions

- Acting as the creative and organisational lead for the Royal Court Theatre's Open Submissions programme for playwrights.
- Supervising and recruiting our team of freelance readers, including sifting submissions, managing reading assignments and reports and setting a strong artistic culture and expectations for how we engage with scripts.
- Ensuring submissions are received, logged, considered and responded to in a clear and timely manner, working with the Artistic Co-ordinator to ensure prompt and positive communications with playwrights.
- Reading and reporting on a wide range of submitted material, including providing feedback to writers and identifying promising plays and writers for further consideration and development by our artistic team.
- Leading on the management and development of our submissions database, including preparing reports, statistical analysis and evaluations.
- Being at the front line of correspondence with writers, setting a culture of empathetic and robust responses to their work.

Writer support and development

- Leading on the management of key programmes of work including open writer / submission call-outs, festivals, writers' groups and similar activity, including for early-career writers and connected to our offers for young people.
- Hosting general meetings with promising writers, providing feedback on their work and identifying possible next steps.
- Scouting and proposing writers for consideration and development by the artistic team, including attending performances, workshops, sharings and readings of work on behalf of the Royal Court.
- Participating in, leading on and attending regular Writers' Card activities, such as (but not limited to) Career Surgeries, Writers' Canteens, Writers' Nights, talks, discussions and other events.
- From time to time, identifying opportunities to take a more active developmental and/or dramaturgical role to support specific writers or projects.

Artistic team activity & management

- Line managing the Artistic Co-ordinator, setting clear targets and expectations, monitoring workload, providing pastoral care and seeking out development opportunities for their role.
- Managing and supporting a range of play development activity including workshops, residencies and attachments.
- Supporting logistically on writer and play development activity including contracting, casting, hosting and supporting writers when needed.
- Attending developmental sharings and previews of new work at the Royal Court and providing feedback as needed.

- Actively participating in artistic meetings and discussions, such as our regular Script Meeting and internal 'Shows to see' meetings, and maintaining a positive, collaborative and ambitious culture within the team.
- Supporting the Associate Playwrights and other members of the team delivering ad hoc and strategic activity over the course of the year.
- Providing general support to the Artistic team as needed.

General

- Contributing to a respectful and inspirational working culture at the Royal Court, including in relation to sustainability, health and safety, safeguarding and other policies; and upholding and developing our commitments and practice around anti-racism and anti-oppression.
- Managing delegated budget lines and working with the wider artistic and finance teams to ensure clear tracking and reporting around key areas of spending, including the freelance reader and play development budgets.
- Reporting on artistic activities and undertaking statistical review of our programmes to support decision-making and funder reporting; including issuing, logging and collating Equal Opportunities forms as appropriate and collecting relevant case studies.
- Attending and contributing to artistic team conversations and planning, feeding into our overall approach and taking a flexible, collaborative approach to the delivery of all our artistic work.
- Collaborating with our Development Team to support insights and access around our artistic programmes to support fundraising efforts; and with our Communications Team to ensure information and opportunities for playwrights are best promoted.
- Attending regular cross-departmental meetings and working to ensure effective information-sharing and internal communications around artistic programmes and activity.

This job description is a guide to the nature of the work required of the New Plays Associate. The post holder may be required to undertake other duties appropriate to the nature of the post as agreed with the Executive team.

PERSON SPECIFICATION

Knowledge and Experience

- Experience working on play and/or new work development in a similar theatre building, organisation or relevant context.
- Experience in a playwright and/or artist support role, including understanding of the sensitivities and needs of supporting and engaging with artists.
- Good working knowledge of and interest in new writing and the theatre sector more broadly.
- Experience of administrative and organisational work in a busy, creative environment.
- Understanding of and commitment to the progression of anti-racism and anti-oppression in the workplace and through your role.

Skills



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- Excellent creative instincts, with the ability to critically analyse, efficiently report on and provide feedback for new plays and playwrights to identify and support promising work.
- Highly organised with a systematic approach to administrative and management tasks and an excellent eye for detail.
- Able to juggle multiple priorities and tasks and respond quickly and efficiently within a fast-paced working environment.
- Self-motivated and proactive, with the ability to plan ahead, predict needs and meet deadlines.
- Excellent interpersonal, verbal and written communication skills, able to deal confidently with a wide range of people and in different contexts.
- An appreciation of the need for confidentiality, discretion and tact as part of our work.
- An effective team player with a collaborative approach.
- Excellent IT skills, especially Excel, Word and Outlook.

TERMS AND CONDITIONS

Hours: 40 hours per week, usually 10m - 6pm Monday – Friday (1 hour lunch break). Due to the nature of this role some evening and weekend work will be required and you may be asked to work additional hours from time to time. A TOIL system is in place to balance unusual hours.

Contract: Full time/Permanent

Salary: £34,320.00 (gross) per year

Holiday Entitlement: 25 days per year, plus bank holidays

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% of gross salary provided that the minimum total contribution under auto-enrolment rules is met.

Other Benefits:



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- Complimentary and discounted tickets for performances, subject to availability and the Royal Court's staff ticket policy.
- Discount on meals and drinks in the Royal Court's Bar and Kitchen.
- Cycle to work and season ticket loan schemes.
- Free life insurance.
- Discretionary days leave at Christmas.
- Staff social events