



Royal Court Theatre
Sloane Square, London, SW1W 8AS
Admin 020 7565 5050
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

CASTING ASSOCIATE

Full time, Permanent

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. Following his first year 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: Casting Associate

Line Manager: Head of Producing & Partnerships

MAIN PURPOSE

This new role will be central to the Royal Court's casting work, ensuring we secure the best possible acting talent including through in-house and external casting processes; and delivering against our mission and values, including anti-racism and anti-oppression commitments. The Casting Associate will directly cast a range of productions and projects including productions in the Jerwood Theatre Upstairs, play workshops and festivals; will maintain the central administrative and communications functions around casting, including logging and building relationships with high-level talent and agents; and will support freelance Casting Directors including for productions in the Jerwood Theatre Downstairs.

As part of the Producing team, the Casting Associate works closely with visiting directors, writers and freelance Casting Directors working at the Royal Court.



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RESPONSIBILITIES

Casting

- Cast Royal Court Theatre Upstairs productions, play development workshops and festivals to the highest possible standard, meeting with directors engaged by the Royal Court to discuss the project, issue character breakdowns, create actor lists by role, conduct availability checks, arrange and conduct auditions, meetings and discussions regarding the casting of all roles.
- Uphold confidentiality throughout the casting process, sharing information only where needed and relevant.
- Create Casting Advice Notes in a timely manner with key details of actors cast so that the Producing team can negotiate and issue contracts.
- Supply actor details to all relevant departments including information for the Development, Marketing & Communications teams, with particular regards to the programme.
- Work in a timely manner and in collaboration with the Producing team to secure any relevant visas, licences and chaperones.
- Liaise with the Company Stage Manager regarding any non-availability requests.
- From time to time, identify opportunities to cast, or providing additional casting or recasting for, productions in the Jerwood Theatre Downstairs or touring, West End or Broadway transfers as directed by the Head of Producing and Partnerships
- Regularly attend productions and showcases in London, and identify new and unconventional sources for emerging and diverse acting talent
- Manage and maintain relationships with leading talent and agents for the long-term interests of the Royal Court, including setting and logging meetings with the artistic and executive teams and inputting into programming conversations as required.
- Manage all internal casting systems, maintaining a database of key relationships and potential talent, and responding to casting in a timely manner, including administration of the casting inbox.

Working with freelance casting directors

- Support and supervise contractual arrangements with freelance Casting Directors working on productions in the Jerwood Theatre Downstairs and elsewhere, ensuring that they have access to the internal resources and staff as required; and on occasion assisting with auditions and actor/agent correspondence.
- Supervise the engagement of child casting directors or other specialist freelancers as the need arises.
- Ensure that all freelance casting directors deliver on the mission, vision and values of the Royal Court in their work.



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Welfare

- Provide timely pastoral care of actors, together with the Company Stage Manager, in the welfare and care of the acting company, ensuring that all are fully supported to perform to their best
- Ensure, together with the director of the production where possible, the Head of Producing & Partnerships, Producers, and Company Stage Manager, that performances can take place in the event of actors needing to be replaced short or long term in performances or production where an artist is unable to perform through absence, illness or accident.

Equity, Diversity and Inclusion

- Make an active contribution towards the Royal Court meeting its anti-racist and anti-oppressive targets. This will include undertaking research, implementing action and constantly evaluating progress.
- Oversee the creation, distribution and implementation of access riders for actors as required, with support from the Producers.
- Keep up to date on sector Equity, Diversity and Inclusion practices and guidance in relation to casting.

General

- Contributing to a respectful and inspirational working culture at the Royal Court, including upholding and developing our commitments and practice around anti-racism and anti-oppression as well as sustainability, health and safety and others.
- Attending regular cross-departmental meetings and working to ensure effective information-sharing around artistic programmes to support the overall work of the teams at the Royal Court.
- Attending performances and previews of productions at the Royal Court and elsewhere.

This job description is a guide to the nature of the work required of the role. The post holder may be required to undertake other duties appropriate to the nature of the post as agreed with their line manager and/or the Executive team.



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PERSON SPECIFICATION

Knowledge and Experience

- Significant experience in a casting role in theatre, film or TV, including having successfully acted as casting lead for relevant projects.
- In-depth knowledge of actors and actors' agents in the UK.
- Demonstrable working knowledge and experience of union agreements, including British Equity.
- Extensive understanding of equity, diversity and inclusion as they relate to casting and the cultural sector.
- Good working knowledge of GDPR and Safeguarding legislation and how this applies to Casting.

Skills and Abilities

- Highly organised, proactive and efficient, with a systematic approach to administrative and management tasks with the ability to forward-plan in managing a busy schedule.
- Effective creative and commercial instincts, including an ability to quickly grasp an artistic project's potential strengths and challenges, and an awareness of which actors will attract audiences.
- Excellent written and verbal communication, including impactful interpersonal skills.
- Ability to quickly build collaborative relationships and manage sensitive artistic conversations with tact and care.
- A clear understanding of how Casting fits into the wider theatre ecology.
- A high degree of discretion, care and tact
- The ability to take initiative and work concurrently on multiple projects.
- Analytic thinking and the ability to manage and create databases.
- An ongoing commitment to the progression of anti-racism and anti-oppression within the Arts.



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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: £37,200 (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:

- 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.
- Free life insurance.
- Cycle to work and season ticket loan schemes, subject to policy.
- Staff social events.