

# READING REP THEATRE

## Job Application Pack





## The History of Reading Rep

**Reading is big enough to be a city – but it's not – it's the largest town in the UK. And yet in 2011 it had no producing theatre of its own. And so Paul Stacey founded Reading Rep in 2012 with a £500 overdraft and a vision: to help revitalise Reading's cultural landscape by making and creating the highest quality theatre – with, by and for Reading.**

The company started out working from a small black box theatre belonging to Reading College. From this they produced their first plays on a shoestring – shows like *The Dumb Waiter*, *Miss Julie* and *The Nativity Play Goes Wrong* (a co-production with the Olivier Award-winning Mischief Theatre). These were brilliantly well received, and the 60-seat venue was bursting at the seams, proving the thirst for high quality theatre and culture in Reading.

From these humble beginnings the company has gone on to produce productions with many of the UK's leading emerging theatre-makers, including Barney Norris, Roy Alexander Weise and Cathal Cleary. Reading Rep's award-winning work (including productions such as *A Little History of the World*, *Disco Pigs* and *The Mountaintop*) has been co-produced with leading regional and London theatres including Nuffield Southampton Theatres, Arcola Theatre and Oxford Playhouse. Reading Rep-produced shows have toured both regionally and nationally – helping to put Reading firmly in the national cultural scene.

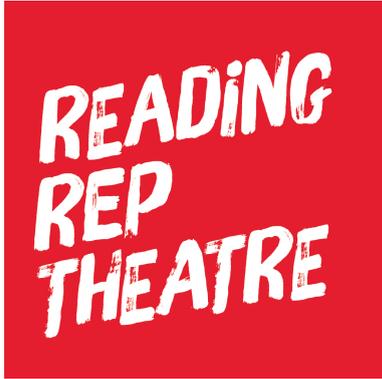
Reading Rep is not only about the work on stage. ENGAGE is our flagship community outreach programme founded in 2015, that exists to provide access to the arts to Reading's most vulnerable communities. We work with people with learning disabilities, the elderly, refugees and the homeless as well as dozens of nursery/primary/secondary and special schools. We run a year-round programme of workshops, delivered in partnership with Reading Libraries, Reading Borough Council, the Cultural Education Partnership, the NHS and numerous others, that has reached 15,000 children, young people and adults in the last 18 months alone.

Reading Rep Theatre has won numerous awards including the Judges Award at the 2019 Reading Cultural Awards for

Sustained Excellence, a Pride of Reading Cultural Contribution Award, and a Local Hero Award for our work with marginalised communities. Critical acclaim and sell out success meant that the company needed a permanent home, and in 2018 – just six years since the first production – they began raising funds to convert a former Salvation Army Hall into a 175 seat theatre and cultural hub.

After raising over £1 million throughout the Coronavirus pandemic the company will open its new venue in 2021. Help us to make this vision a reality.





**Reading Rep Theatre**  
Kings Road  
Reading, RG1 4LY  
Admin: 01189 554 757  
readingrep.com  
info@readingrep.com

Reading Repertory Theatre  
Registered company no.: 7907370  
Registered Charity no.: 1147048

**JOB DESCRIPTION: Associate Director/Director of ENGAGE (Maternity Cover)**

**PURPOSE OF ROLE:**

To oversee Reading Rep's multi award-winning ENGAGE programme and ensure that it is at the forefront of regional and national practice.

**EXECUTIVE**

- To create, implement and oversee Reading Rep's long term ENGAGE strategy in partnership with the FAD, and ensure that it is integral to the artistic and organisational life of the entire company.
- To monitor and lead on the diversity and inclusion action plan (inclusive of staff training) that is embedded into all facets of the artistic and outreach programme, creating quarterly reports for the Board of Trustees.
- Put the appropriate structures in place to allow the ENGAGE department to flourish.

**ARTISTIC**

- To oversee and act as lead producer on all enrichment initiatives that surround mainstage productions (or Participation Projects), and ensure that they are delivered to a nationally leading quality.
- To generate ideas for season planning meetings and researching projects on behalf of the FAD.
- To develop new partnerships that will contribute to our wider artistic and outreach ambitions.
- To generate ideas and develop a database of creative teams for upcoming productions, developing a comprehensive knowledge of diverse practitioners that will contribute to our long term ambitions.
- To read scripts in consideration for upcoming seasons; generating creative content that might accompany them through the ENGAGE programme.
- To act as director, dramaturg or other roles on select Reading Rep productions dependent on the skills of the candidate.
- To create, implement and oversee relationships with 3 Associate Companies, supported by the FAD.
- To lead on relationships with local arts organisations, with support from the FAD and ED, especially as they pertain to the ENGAGE programme.
- To oversee community chorus elements in all professional productions.

**HR**

- To organise and oversee staff training/away days and lead on staff wellbeing on behalf of Joint CEOs.

- To oversee HR processes as they relate to Activate Learning.

## **ENGAGE**

- To prepare quarterly ENGAGE reports for: the Board of Trustees, funders, evaluators etc.
- To oversee Reading Rep's day to day relationship with Reading Libraries.
- To oversee Reading Rep's youth theatre and young company, in partnership with the ENGAGE officer.
- To oversee Reading Rep's primary and secondary schools programme, with the ENGAGE officer.
- To ensure Reading Rep delivers outstanding access performances for all mainstage productions.
- To oversee Reading Rep's volunteer programme (Reading Reps) in partnership with Reading College and the General Manager.
- To contribute to Reading's CEP.
- To lead on ensuring 10% of all tickets are given away for free.
- To contribute to the TEF and any other cultural education forums pertinent to the role.
- To act as the Safeguarding lead.
- To oversee the partnership with Artswork, Arts Mark and Arts Award.

## **FINANCE AND CONTRACTS**

- To maximise earned income generation through the ENGAGE programme without jeopardising the quality of the work.
- To create an annual ENGAGE budget, supported by the FAD, ED and Finance Manager and ensure that the above programmes are delivered within it.
- Prepare budget reports for bi/weekly ENGAGE meetings.
- To ensure all contracts are in place for ENGAGE freelancers, Associate Companies and any other contracts that pertain to the ENGAGE department - in partnership with the FAD and ED.

## **DEVELOPMENT AND MARKETING**

- To contribute to evaluations of the ENGAGE programme alongside the HOD.
- To lead on the creation of the artistic and ENGAGE section of the annual report, with the FAD.
- To create reports and contribute to the planning and writing of grant proposals.
- To contribute to the marketing and audience development strategy as it pertains to ENGAGE.

## **GENERAL AND EXTERNAL RELATIONS**

- To act as an ambassador and advocate for Reading Rep across relevant local, regional and national education/creative learning networks, extending and deepening understanding of the theatre's profile, programme and activities.
- Adhere to, and actively contribute to all Reading Rep Theatre policies, especially Health & Safety and Safeguarding.
- To act always in the best interest of Reading Rep Theatre.
- Any other duties as reasonably required.

## Job Summary

**Responsible to:** Founding Artistic Director and Executive Director

**Line Manager:** Founding Artistic Director

**Responsible for:** ENGAGE Officer and Freelance ENGAGE Staff

**Salary:** This is a maternity cover position, part time (0.5), 6 – 9 months @ £30k per annum pro rata.

**Hours:** Office hours are 10am to 6pm Monday to Friday. Frequent evening and occasional weekend work will be required. There are no overtime payments and no time off in lieu. Working pattern to be determined.

**Holiday:** 20 days plus bank holidays per annum, pro rata. Reading Rep's holiday period runs from 31 July - 1 August.

**Probation period:** Three months

**Start date:** TBD with the successful candidate

**Pension:** Reading Rep operates a NEST pension scheme and will make a 3% employer contribution.

**Location:** Reading Rep Theatre, Kings Road, Reading, RG1 4LY. We have an admin office in the adjoining Reading College Campus.

All staff are expected to take an active part in the artistic life of the organisation.

We actively encourage people from a variety of backgrounds with different skills and stories to join us and influence and develop our working practise. We are particularly keen to hear from people of colour and candidates who self-identify as disabled. Reading Rep Theatre is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, caring responsibilities, disability, gender, gender identity, marriage and civil partnership, pregnancy and maternity, race, religion or belief and sexual orientation.

## How To Apply

To apply, please send your CV and a covering letter (of no more than two sides each) demonstrating how your experience, skills and qualities make you the ideal candidate for this role to [jobs@readingrep.com](mailto:jobs@readingrep.com)

Please put **ASSOCIATE DIRECTOR/DIRECTOR OF ENGAGE** in the subject line of your email. Please ensure you send back a completed equal opportunities monitoring form as part of the application.

The deadline for applications is **Thursday 12th May 2022 at 6pm.**

Interviews will be held in the week commencing **16th May 2022.**