

## **Director's Assistant (acta Foundation)**

**24 July**      **Deadline for receipt of applications**  
**28 /31 July**   **Interviews**

### **Job description**

**Full-time, 38 hrs pw**  
**Salary: £19,760 (£10 ph, 38 hrs pw)**

#### **Fixed term contract, one year (starts 7 September)**

Includes a 3 month probationary period, 6 weeks annual leave entitlement, statutory sick & family responsibility leave entitlement.

To be based at the **acta** office, **acta** centre.

### **Main job purpose**

The post will assist and be mentored by the Artistic Director (Neil Beddow) and Projects Director (Rosalie Pordes), with a focus throughout on workplace learning, as part of the **acta** Foundation scheme.

This **acta** Foundation post is being offered as a first job for people interested in developing a career in the sector, and will enable the post-holder to learn new skills and develop experience through delivery of the job, working with all members of the **acta** team.

The post has two distinct areas of work:-

- 1) To assist the delivery of **acta's** programme of community theatre workshops and productions, co-leading five regular weekly term-time workshops.
- 2) To work as part of the fundraising team, working with the Artistic Director and Projects Director in the delivery of the Company's fundraising strategy, providing administrative support and writing applications.

Workshop delivery may increase for short periods, eg on intensive projects or with the final rehearsals leading to a performance. Each group will create an original piece of community theatre, which will be performed several times, either locally, at the **acta** centre, or on tour in Bristol and beyond.

In the autumn 2017 term, the draft term-time programme includes two local youth theatres and an afterschool kids theatre, as well as two weekly workshops with older people.

During the year there will also be workshop opportunities to work alongside **acta** Artistic Director, Neil Beddow.

**Responsibilities - To assist the Artistic Director, Projects Director and other members of the acta staff team with delivery of the following:-**

**Project Delivery**

1. To devise, direct and produce original community theatre with participants of all ages, based on their ideas, opinions and experiences.
2. To plan and facilitate theatre and devising workshops for participants with co-workers.
3. To write scenarios and scripts, and to create script-free shows where appropriate.
4. To meet, review and plan with other members of the core team and freelance staff on all aspects of projects and theatre productions.
5. To support participants to feel valued, develop confidence, raise aspirations and learn new skills.
6. To engage potential participants through outreach.
7. To work with other members of the team to develop new audiences.
8. To monitor and evaluate participants' progress during their involvement in projects, using internal **acta** monitoring systems.
9. To engage and network with other community theatre companies nationally and internationally.
10. To attend external meetings and represent **acta** where required.

**Fundraising & Administrative Support**

1. Administration of existing company fundraising systems, including keeping information up to date.
2. Communication with existing advocates, donors and funders, inviting them to events and ensuring they are kept up to date.
3. Keeping acta's profile up to date on internet giving sites e.g. Local Giving, Big Give.
4. Researching new Charitable Trusts and Foundations applicable to acta.
5. Making bids to smaller charities.
6. Communication with any other potential supporters e.g. press, media and potential new donors and advocates.

## **Training & other**

1. To attend formal acta Foundation weekly training workshops and seminars as necessary.
2. To attend Company meetings as necessary.
3. To support other Company members to deliver any other duties in accordance with the Company plan and policies & procedures.

## **Relationship and contacts**

Mentors                      Artistic Director and Projects Director

Line manager:              Artistic Director

Responsible for:          Participants and volunteers

## **Internal contacts**

1. Other **acta** core team staff, e.g Associate Director and Production Manager, in order to develop and deliver artistic projects.
2. All **acta** core team to input into programme planning and delivery e.g. at Company meetings.
3. Other **acta** Foundation workers, in order to involve them in project delivery.
4. Freelance staff, including theatre facilitators and designers, for project and production delivery.
5. Council of Management, to provide written reports on progress of work for **acta**.

## **External contacts**

1. Participants, audiences and other members of the public e.g. potential participants.
2. Staff of other local partner organisations, including statutory and voluntary sector.
3. Other community theatre organisations.
4. Funders & supporters, existing & potential.
5. Press & media e.g. interview about show.

## **Person specification**

### **Overview**

The post-holder should be self-motivated and enthusiastic, but should also be a good team player, committed to the success of acta as a whole.

## Qualifications, skills, knowledge and experience

### 1. Relevant knowledge, skills and experience

<b>Essential</b>	<b>Desirable</b>
<p>Enthusiasm to develop a career in the sector, and a willingness to learn.</p>	<p>Experience of working with people of all ages, abilities and cultures on community theatre projects.</p>
<p>Knowledge of planning and facilitating theatre workshops with disadvantaged sections of the community.</p>	<p>Experience of devising, directing and producing original community theatre to performance.</p>
<p>Excellent people skills</p>	<p>Some knowledge of excel and access.</p>
<p>Excellent verbal communication skills – ability to communicate appropriately with a wide range of different people.</p>	<p>Experience of producing non-scripted community theatre.</p>
<p>Excellent written communication skills, including ability to write scripts to capture devising process.</p>	<p>Experience of script writing</p>
<p>Computer literacy.</p>	<p>Experience of fundraising.</p>
<p>Experience of administration.</p>	<p>Experience of working in an office.</p>
<p>A passionate belief in the aims of community theatre as a tool for personal/community development, and as a vibrant and important art-form in its own right.</p>	<p>Experience of making presentations.</p>
<p>Ability to work on own initiative, and also as part of a team.</p>	
<p>Excellent time management skills, and ability to prioritise own workload.</p>	
<p>An understanding of and belief in acta principles, including equality &amp; diversity policy.</p>	
<p>Honest and reliable.</p>	

## 2. Qualifications

<p><b>Essential</b></p> <p>At least x 5 A – C grade GCSEs, or equivalent, including English.</p>	<p><b>Desirable</b></p> <p>Evidence of further training or experience in theatre and/or related areas, eg, community, education, social work.</p>
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