



Kiln Theatre

RESIDENT ASSISTANT DIRECTOR

Application Pack

“Welcoming, relevant and the feel of a theatre proudly serving the local community and beyond with first class productions.”

Audience Member

Kiln Theatre sits in the heart of Kilburn in Brent, a unique and culturally diverse area of London where over 140 languages are spoken. We are a newly refurbished, welcoming and proudly local venue, with an internationally acclaimed programme of world and UK premieres. Our work presents the world through a variety of lenses, amplifying unheard / ignored voices into the mainstream, exploring and examining the threads of human connection that cross race, culture and identity.

We believe that theatre is for all and want everyone to feel welcome and entitled to call the Kiln their own. Today, with recently appointed Artistic Director/CEO **Amit Sharma**, Kiln Theatre continues its reputation of world-class British and international work, reflecting the exceptional diversity of its local communities.

‘This place was a special cocoon. Now she has blossomed into a beautiful butterfly.’

Sharon D Clarke, actor

Kiln Theatre has a 292 seat theatre alongside a 269 seat cinema, a beautiful bar and café, plus three rehearsal spaces which are used for our productions, workshops and Creative Engagement projects.

We want everyone to experience the power of theatre.



Mlima's Tale designed by Amelia Jane Hankin, *Two Strangers (Carry a Cake Across New York)* designed by Soutra Gilmour, *Retrograde* designed by Frankie Bradshaw and *The Wife of Willesden* designed by Robert Jones.

We are excited to be opening our 2024/25 season with the world premiere of ***The Ballad of Hattie and James*** by **Samuel Adamson** who is returning to Kiln Theatre after the ‘inspiring’ (The Telegraph) ***Wife*** (2019). We will then be welcoming ***English***, an exciting collaboration with the RSC which is part of Daniel Evans and Tamara Harvey’s inaugural season. Completing **Indhu Rubasingham**’s final season at Kiln Theatre we have another Kiln commission, ***Peanut Butter & Blueberries*** by **Suhaiymah Manzoor-Khan**. As Indhu said, ‘It feels fitting that I end my tenure as I started – with debut plays’.

We have also just transferred our production of the ‘flawless’ (The Observer) new British musical by **Jim Barne & Kit Buchan, *Two Strangers (Carry A Cake Across New York)***, into the West End, at the Criterion Theatre.

“I wanted to say thank you, for creating the most diverse theatre I have yet to go to. In terms of race, culture, class, age-everything, not only in the selection of shows and the actors, but in the audience.”

Audience Member

OUR VISION

To uncover our shared humanity, illuminating our connection through stories, and deepening our capacity to empathise with the other

OUR MISSION

To make theatre for all by making space for unheard/ignored voices
Kiln Theatre encourages artists of all ages and backgrounds. Our ambitious Creative Engagement programme aims to champion the imagination, aspiration and potential of the Brent community young and old. We invest in creating meaningful relationships with young people to inspire and encourage their creativity, their confidence and self-esteem. We work with older people to create a thriving community around our theatre.

KILN THEATRE

Kiln Theatre presents around six productions per year, many of these are commissioned and written specifically for this theatre or are programmed in collaboration with national or international companies.

KILN CINEMA

Our 269 seat cinema shows the best art-house and mainstream films alongside festivals and special Q&A screenings. Recent partners have included: NT Live; Globe on Screen; BFI London Film Festival; Images of Black Women Film Festival; DocHouse; Kilburn Film Festival.

OUR VALUES

Kiln Theatre is **Inclusive**
Kiln Theatre is **Authentic**
Kiln Theatre is **Heartfelt**
Kiln Theatre is **Fearless**

Our values shape the way we work. They are key to unlocking our ability to ensure our work is accessible and relevant, that we make brave, bold choices, and that we maintain our integrity and empathy. They underpin the way we build and maintain our relationships with the artists, communities and audiences we make work with and for.

FUNDING

Our annual turnover is approximately £3.5 million. Kiln Theatre receives funding from the Arts Council England as a National Portfolio Organisation. Other income comes from box office ticket sales and other revenue streams, with a final sum generated through fundraising.

THE ROLE

Title: Kiln-Mackintosh Resident Assistant Director
Location: Kiln Theatre, 269 Kilburn High Road, London NW6 7JR
Line Manager: New Work Associate
Contract: Full-time, fixed term: 12 months from Monday 1st July 2024

Purpose and description of role

In a time of uncertainty for those pursuing a career as a theatre director, we are delighted to offer a full-time paid role for one year. This role aims to give an early career director the opportunity to gain an in-depth understanding of how producing theatres of different scales (subsidised and commercial) work and to receive bespoke mentoring in preparation for their future freelance career.

The Resident Assistant Director will be based within the Artistic Team at Kiln Theatre. They will follow a number of Kiln productions throughout the rehearsal process, gaining first-hand experience as the Assistant Director on the world premiere of *Peanut Butter and Blueberries* by Suhaiymah Manzoor Khan, as well as assisting Artistic Director, Amit Sharma, and supporting on other shows in his opening season.

Additionally, the Resident Assistant Director will support the Artistic Team by reading scripts, completing script reports and contributing to Artistic Team meetings. They will also provide broad creative support to Kiln's Creative Engagement programme as required.

As part of Kiln's partnership with The Mackintosh Foundation to create this role, the Kiln-Mackintosh Resident Assistant Director will also get additional experiences working with Cameron Mackintosh's West End productions, where possible.

We want this role to provide the stability to take the risks often required in early stages of careers in theatre directing. We will support the Resident Assistant Director's development during their time at Kiln, and there will be built-in flexibility to allow them to make the most of Kiln-based opportunities, including mentoring from Kiln's New Work Associate, whilst also exploring other theatre connections and building their networks of peers across the industry.

Who is this role for?

Ideally the candidate would have between 2–5 years' experience as a theatre director, but please note this is a guide and not a set requirement. They will have also made their own work for a paying audience for a run of at least one week.

We strongly encourage applications from those who are currently underrepresented in the group of established working theatre directors in the UK. This includes those who have experienced barriers in getting their work developed and produced in theatre because of race/ethnicity, class, disability, sexuality or any other barrier.

Key responsibilities

Assisting on Kiln productions

- Assisting at least two directors in delivering their creative visions on productions in Kiln's 2024 and 2025 programme including the world premiere of *Peanut Butter and Blueberries*, July-August and the first show of Amit Sharma's debut season, September-November;
- Joining or shadowing the creative team of other productions;
- Providing research materials ahead of rehearsals as requested by the Director;
- Arranging for visiting experts on rehearsal topics (this may also need to be arranged ahead of rehearsals);
- Assisting with casting as required;
- Contributing to creative discussions when needed;
- Assisting with rehearsal scheduling;
- Supporting the actors with line-learning or supervising secondary rehearsals;
- Supporting the Stage Management and Technical Teams during rehearsals and the technical period;
- Supporting the Director during the technical rehearsal and preview period, which may include checking sightlines, taking performance notes or rehearsing scene changes;
- Attending at least one performance per week after opening, assisting in monitoring the production, taking notes and feeding back to the Director and Artistic Team, and, where instructed, offering feedback to the company;
- Assisting on productions or projects with partner theatres;
- Attending Camera Rehearsals for any digital output such as a streamed performance;
- Collaborating with other departments to contribute to work related to the production. For example, this may involve working with: Creative Engagement on education packs or workshops; or Marketing to provide content for the production;
- Keeping track of and typing up daily script changes, emailing them to the Writer and Director after consultation with the Deputy Stage Manager;
- Assisting the New Work Associate and Producer by maintaining an excellent working knowledge of the productions and acting as a key point of contact internally and externally, working with the Producer on matters as they arise; and working closely with the Company Manager and Production team to ensure effective communication and ongoing pastoral care where necessary.

Being part of the Artistic Team

- Join artistic meetings and contribute to the planning, development and delivery of the creative programme
- Read scripts, submit script reports and contribute to script feedback meetings
- Attend internal and external productions, workshops and readings as required
- Support with the administration and development of new work and talent development

Supporting the Creative Engagement programme

- Supporting the Youth & Pathways Manager and the Communities Manager in delivering creative elements of youth and community projects
- Supporting the Minding the Gap & Schools Manager by contributing to workshops for schools and education packs for Kiln productions, if required.

General

- Promote, maintain and work to deliver the mission and values of Kiln Theatre
- Be an active and supportive member of Kiln Theatre's staff team, attending regular staff and company meetings

- Comply with all statutory requirements, particularly in respect of GDPR, the Equalities Act 2010, Health & Safety regulations and Kiln Theatre's Safeguarding and Environmental Policies
- Where possible, attend Kiln events such as first day of rehearsals, performances, creative engagement activities, internal and external meetings as appropriate.
- Work collaboratively with other Kiln departments, including Marketing, Finance, Fundraising, Operations, etc to gain a full picture of how a producing theatre of Kiln's scale works.
- Carry out such other duties as may reasonably be required by the New Work Associate, Artistic Team, Producer and Director which the role is assisting.

Person Specification

- Passion and experience as a theatre director – making your own work for a paying audience for a run of at least one week
- Demonstrable interest and/or experience in developing and directing new writing
- Ability to give strong notes and to be observant and constructive when watching rehearsals and performances
- Ability to run a room with confidence – in a rehearsal and/or workshop context – getting the best out of the artists and participants
- An ability to multi-task and respond quickly and reliably to tasks as required by the artistic team
- An interest in making work in a Community and Young Persons setting
- Excellent communication and interpersonal skills, able to be positive and approachable when dealing with a wide range of artists at all levels
- Understanding and support for Kiln's mission
- Enjoyment of being part of a team
- Excellent timekeeping and organisation skills
- Commitment to inclusion and equality of opportunity

This job description is a guide to the nature of the work required of the Kiln-Mackintosh Resident Assistant Director and does not form part of the contract of employment.

Terms and Conditions

Contract:	Full-time, fixed term: 12 months
Working Hours:	Kiln Theatre office hours are 10am-6pm Monday to Friday, but Saturday and evening work will be required, for example during technical rehearsal periods
Start date:	Monday 1 st July 2024
Salary:	£29,655 per annum paid PAYE via payroll
Holiday entitlement:	Annual holiday allowance 22 days plus bank holidays
Probationary period:	2 months, followed by review
Pension:	Kiln Theatre operates an auto-enrolment pension scheme for all employees. The Kiln's contribution is capped at 4% of basic salary and although employee may contribute more
Other Benefits:	Complimentary tickets for preview performances, subject to availability, £2.50 tickets to Kiln Cinema and 20% staff discount in Kiln Bar/Café. Employee Assistance Programme
Safeguarding:	Resident Assistant Director will need to have a DBS check (Kiln will arrange) before working with young people and/or adults at risk of harm in line with our Safeguarding policies

Equal Opportunities

Kiln Theatre is an Equal Opportunities employer and we strive to create an inclusive environment that reflects and celebrates our local communities. We welcome applications from people of all backgrounds and experiences. We particularly encourage applications from deaf or hard of hearing, disabled, LGBTQIA+, Black, Asian, and other global majority background candidates. We are members of the Disability Confident Scheme and guarantee to interview all disabled candidates who would like to be considered under this scheme and who meet the minimum criteria for the role. We support and provide adjustments for people with disabilities – if you have a disability and need help with the application process, please contact us via email at recruitment@kilntheatre.com or by calling us on 020 7328 1000.

Environmental Sustainability

We aim to be an environmentally responsible organisation and ask that our team works to support this goal. In doing so we are seeking to promote efficient and sustainable practices which reduce our carbon footprint. This is outlined in our Environmental Sustainability Policy and tracked in our annual action plan.

HOW TO APPLY

Application forms can be downloaded at <https://kilntheatre.com/our-story/jobs/>

Once the **Application Form** and **[Equal Opportunities Monitoring Form](#)** are completed please return, by the closing date, to:

- Email:** Recruitment@KilnTheatre.com using the heading ‘Resident Assistant Director’.
- By Post:** Recruitment, Kiln Theatre, 269 Kilburn High Road, London NW6 7JR
- Closing date:** Midday, Monday 13th May 2024
- Interviews:** Tuesday 4th June 2024 (First Round), Friday 14th June 2024 (Second Round)

If you would prefer to complete this part of the application process in video or voice recording format, please email recruitment@kilntheatre.com for further details. Please note that only applications submitted on Kiln Theatre’s Resident Assistant Director Application Form or video/voice recordings of that format will be considered. We do **not** accept CVs.

What happens next?

We will invite some applicants for an interview. Due to the anticipated volume of applications we are sorry we are unable to provide application feedback at this stage of the process.

Standard class travel expenses will be reimbursed for candidates travelling to an interview from outside London, up to a maximum of £50. These should be agreed in advance. Please bring receipts for travel expenditure.