



Kiln Theatre

LITERARY ASSOCIATE

Application Pack

“A marvellous community reality...alive with challenge and promise.” James Baldwin

Kiln Theatre is the creative and cultural hub of Kilburn in Brent, a uniquely diverse area of London where over 140 languages are spoken.

We are a place of creative transformation and artistic ambition – an empowering space where community connection sits at the centre of everything we do. From the heart of Kilburn, we stage an internationally acclaimed programme of UK premieres and dynamic revivals – real human stories that entertain, fire the imagination and reflect the world around us.

As Tricycle and now Kiln, we are proud of our history and passionate about our future. We nurture talent and develop pathways whilst celebrating diversity and removing barriers – driving world-class theatre and opening up opportunities for who gets to make it.

“Kiln Theatre has revitalised the cultural life of Brent and brings world-class theatre at an affordable price to people from all walks of life.” Zadie Smith

Under Artistic Director/CEO **Amit Sharma**, Kiln Theatre continues its reputation of producing world-class work that reflects the richness of its local communities and the wider world.

Kiln Theatre has a 292 seat theatre alongside a 291 seat cinema auditorium, a bar and restaurant plus two rehearsal spaces which are used for our productions, workshops and Creative Engagement projects.

We believe that theatre can be for anyone. A neighbourhood venue shaping national conversation.



The Purists designed by Tom Piper, *Two Strangers* (*Carry a Cake Across New York*) designed by Soutra Gilmour, *Retrograde* designed by Frankie Bradshaw and *The Lonely Londoners* designed by Laura Ann Price.

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

Audience member

OUR VISION

To ignite artistic imagination through diverse storytelling that reflects the richness of our world. Kiln is a space where we celebrate our shared humanity, build a powerful sense of belonging and demonstrate that theatre can be for anyone.

OUR MISSION

From the heart of Kilburn, we tell real human stories shaped by exceptional artists – harnessing the power of creativity to remove barriers, celebrate individuality and bring people together.

OUR VALUES

Kiln is **Representative**. *We represent diverse voices on and off our stage - including different perspectives and experiences in our decision making.*

Kiln is **Open-hearted**. *We create together and build trust by being kind, empathetic and welcoming - acting with warmth and integrity.*

Kiln is **Enterprising**. *We think creatively and act resourcefully to generate opportunities to support and grow our artistic ambitions.*

Kiln is **Courageous**. *We are daring, willing to take creative risks and push boundaries to make meaningful and relevant work.*

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.

OUR PRIORITIES



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.

Recent productions include Amit Sharma's critically acclaimed 5-star production of *Retrograde* by Ryan Calais Cameron, which transferred to London's West End, the Pulitzer

Prize award-winning *English* by Sanaz Toossi (in association with the Royal Shakespeare Company), *Peanut Butter and Blueberries* (UK Theatre Award nominated for Best New Play) by Suhaiymah Manzoor Khan, *Two Strangers (Carry a Cake Across New York)*, which transferred to the West End and then to the American Repertory Theater in Boston after a record breaking run at Kiln, Roy Williams' critically acclaimed adaptation of *The Lonely Londoners* (now one of Kiln's top selling shows of all time), and the sell-out revival of *The Ministry of Lesbian Affairs* by Iman Quereshi.

CREATIVE ENGAGEMENT AT KILN

Our award-winning 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 CINEMA & EVENTS

Our 291-seat cinema shows the best art-house and mainstream films alongside festivals and special Q&A screenings. In our cinema auditorium we also host a year-round programme of talks, Q&A's, book launches and special events with some of the country's top artists, entrepreneurs, academics and writers.

FUNDING

Our annual turnover is approximately £4 million. Kiln Theatre receives funding from Arts Council England as a National Portfolio Organisation. Additional income comes from box office ticket sales and other commercial revenue streams, with a final sum generated through fundraising.

THE ROLE

Title:	Literary Associate
Location:	Kiln Theatre, 269 Kilburn High Road, London NW6 7JR
Reports to:	Artistic Director
Contract:	Part-time, (4 days per week). Fixed Term - 2 years.

Purpose and description of role

The Literary Associate will play a key role in supporting the Artistic Director in the development and delivery of plays at Kiln Theatre. They will nurture new work, at all stages of the creative process, whilst managing relationships with writers throughout the commissioning and development journey.

The Literary Associate will have meaningful input on programming and commissioning as part of Kiln's overall artistic vision and will work with the wider team to deliver productions to the highest quality possible.

Key responsibilities

Script reading and artist/agent relationships:

- Establish and maintain systems to receive and manage scripts
- Manage script reading including: managing other readers, updating the script log, organising reports and ensuring timely communication internally as well as with writers and agents re submitted work
- Act as Senior Reader for all script submissions. Prepare and deliver feedback for writers and producing partners
- Support the Artistic Director in responding to proposals from agents, producers and freelance artists
- See work at other venues and meet/engage with writers who are not currently working with Kiln in order to build relationships between Kiln Theatre and emerging and established writers and their agents in conjunction with Artistic Director.
- Liaise closely with Producer and ensure excellent handover of Kiln relationships if and when scripts get developed/produced

Programming:

- Support the Artistic Director in extending and realising their artistic vision for Kiln Theatre
- Bring an understanding of the needs of the sector, audiences and artist community to programming choices, and help to define the Kiln's artistic role for those communities
- Participate in and contribute to conversations around programming, commissioning and overall artistic vision with the Artistic Director and work with the whole programming team to bring them to production
- Research and contribute potential ideas/topics for new commissions. Lead on research for specific projects and ideas to support the artistic programme for the Artistic Director
- Research and collate potential co-producing, touring or receiving opportunities together with the Artistic Director, Executive Director and/or Producer

- Contribute ideas for the repertoire beyond new writing, and building relationships with agents and artists of all kinds (cabaret, comedy, talks, gaming, music, other)
- Curate and deliver post-show Q&A's for each production

Commissioning and dramaturgy:

- End to end support on the delivery and development process of commissions, including new work as part of upcoming Kilburn High Road Project and other future Creative Engagement projects
- Keep writers at the heart of the Kiln's work and ensure that writers are well looked after throughout the production process
- Support commissioned writers by being a point of contact, and helping provide research, feedback and other support
- Manage artistic budget, as set by Artistic Director and Executive Director and providing effective financial day-to-day management of the commissioning and development processes
- Work with the Artistic Director to find and develop potential commissions
- Line-produce any creative development work in close collaboration with Producer, such as readings and workshops, including casting activity
- Read new drafts of Kiln Theatre commissions, attend workshops and readings of Kiln Theatre commissions, and support Artistic Director in note giving during the research and development process
- Attend first days of rehearsals, run-throughs and previews and give notes as appropriate
- Dramaturgically support the rehearsal process of all Kiln productions, right up to press night, with the Artistic Director and any freelance directors attached
- Support the Marketing department in how to communicate about our programmed plays
- Collaborate with the Creative Engagement department on any new work made for the Kiln's stage, including offering dramaturgy for the Young Company shows and delivering workshops to facilitators and participants

Artistic Development:

- Support the development and delivery of Kiln Theatre's artist development offering
- Support the Creative Engagement department on curating Monthly Masterclasses and other workshops, occasionally facilitating or co-leading sessions
- Developing and supporting local writer Seed Commissions and other new writer opportunities
- Work closely with the Creative Engagement department to make sure their support of early career artists aligns with the artist development strategy

Other:

- Work with Creative Engagement department, including supporting the curation of writers, directors and other creatives for Creative Engagement projects alongside the Head of Creative Engagement and the Artistic Director
- Support the Fundraising team by contributing to funding applications when required
- Keep Kiln Theatre's artist database up to date
- Manage and respond to the artistic@kilntheatre.com inbox
- Represent Kiln Theatre at industry events, conferences, meetings in the UK as required

About You (Person Specification)

You should have (essential):

- Significant and demonstrable script development experience as a dramaturg on new plays and / or productions at a professional theatre level
- Exceptional knowledge of writers, both emerging and established, and the new work scene both nationally and internationally
- Experience of dealing with agents and knowledge of contracting - including Union based commission agreements
- Professional experience of identifying and developing emerging new writing talent
- Ability to work collaboratively and form effective partnerships both internally and externally
- Excellent communication skills, written and verbal, including the ability to be persuasive and sensitive
- A commitment to inclusion and equality of opportunity.
- Strong administrative skills including department systems with a proven ability to work flexibly and under pressure to prioritise deadlines.
- Deep commitment to and understanding of theatre, and of the vision and mission of Kiln Theatre

Bonus if you have:

- Direct experience of the UK Theatre / WGGB Agreements
- Experience of using Microsoft Office – Word, Excel
- Existing wide-ranging contacts in the theatre sector

This job description is a guide to the nature of the work required of the Literary Associate and does not form part of the contract of employment.

Terms and Conditions

Contract:	Part-time (4 days per week) Normal office hours are 10am-6pm. Some evening and weekend work will be required.
Salary:	£36,000 (full-time equivalent) pro-rata per annum paid PAYE via payroll
Holiday entitlement:	22 days plus bank holidays pro-rata increasing to 25 days pro rata after two years' continuous employment
Probationary period:	3 months, followed by review
Pension:	Kiln Theatre operates an auto-enrolment pension scheme for all employees. Kiln's contribution is capped at 4% of basic salary although employees may contribute more

**Other benefits:**

Employee Assistance Programme. Cycle to work and Season ticket loan schemes. Complimentary tickets for preview performances, subject to availability, £2.50 tickets to Kiln Cinema and 20% staff discount in Kiln Bar

Equal Opportunities

Kiln Theatre is an Equal Opportunities employer, and we strive to create an inclusive environment that reflects and celebrates local communities. We welcome applications from people of all backgrounds and experiences. We particularly encourage applications from Deaf, 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 criteria in the “You should have” section of the person specification. We will support and provide access requirements if you identify as disabled. This includes during the application process, at interview stage and beyond. Please contact us via email at recruitment@kilntheatre.com.

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 ‘Literary Associate

By Post: Recruitment, Kiln Theatre, 269 Kilburn High Road, London NW6 7JR

Closing Date: Wednesday 13th August, 9am

Interviews: First Round: Wednesday 27th August, Second Round: Thursday 4th September

WHAT HAPPENS NEXT?

We are expecting a very high volume of applications for this role. Please ensure you read the Application Pack carefully and note that we will only be able to invite candidates to an interview that meet the essential criteria.

We will invite some applicants for an interview. Please be aware that unfortunately 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.