

**RECRUITMENT PACK**

**KILN-MACKINTOSH  
RESIDENT ASSOCIATE  
DIRECTOR**

[KilnTheatre.com](http://KilnTheatre.com)

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

James Baldwin





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**“An irresistibly sweet treat.”**

The Telegraph on *Two Strangers (Carry a Cake Across New York)*

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# WELCOME

Kiln Theatre is delighted to offer, in partnership with the Mackintosh Foundation, this part-time Associate Director residency for a mid-career director from an underrepresented background. This new pilot residency (building on the success of the Kiln-Mackintosh Resident Assistant Director Programme) is designed to support a director at a key moment in their career, bridging freelance practice and senior artistic responsibility.

Kiln sits in the heart of Kilburn in Brent, the most culturally diverse borough in London. Over 140 languages are spoken here, and 65% of the local population are from Global Majority backgrounds. Arts Council England has identified Brent as a 'Priority Place', eligible for increased investment and improved engagement.

We have a beautiful 292 seat theatre auditorium, loved by actors and creatives alike, a newly refurbished cinema space, our own rehearsal room, a smaller workshop space and a welcoming bar.

Since reopening in 2018 following a major capital project, the artistic reputation of the theatre has gone from strength-to-strength (which has included West End/US transfers of our work and winning 'Best Theatre' at The Stage Awards in 2021) alongside an award-winning Creative Engagement programme that delivers game-changing activity within our communities.

Whilst the financial outlook across the subsidised theatre sector remains challenging, now is a fantastic and exciting time to join Kiln Theatre. 2024/25 has marked a year of artistic growth and financial consolidation, under the organisation's new executive leadership, building upon Kiln's outstanding industry reputation. Last year, we delivered a successful programme of shows whilst also transferring two Kiln productions to the West End and a Broadway transfer. At Kiln, we have a thriving staff team and an excellent working culture. We are growing our audiences, strengthening our financial sustainability (with a refreshed producing model and new revenue streams) and are delivering a season of ambitious productions for 2025–26.

Photo © Philip Vile



# ABOUT KILN THEATRE

Kiln Theatre sits in the heart of Kilburn in Brent, the most culturally diverse borough in 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 – 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.

We believe that theatre can be for anyone, and we are committed to nurturing the talent of young people and providing a platform for their voices to be heard whilst working with older people to create a thriving community around our theatre.

The venue has a 292-seat theatre alongside a 291-seat cinema auditorium, a bar and two rehearsal spaces which are used for our productions, workshops and Creative Engagement projects.

**A neighbourhood venue shaping national conversation. Our doors are open to all, and your stories live here.**

**“Kiln Theatre has revitalised the cultural life of Brent (in North-West London) and brings world-class theatre at an affordable price to people from all walks of life.”**

Zadie Smith

## 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 PRIORITIES

Develop. Build. Create. Engage.

**ARTISTIC EXCELLENCE**

**ARTISTS, AUDIENCES, ACCESS AND INCLUSION**

**CREATIVE ENGAGEMENT WITH LOCAL COMMUNITIES**

**ORGANISATIONAL RESILIENCE, PEOPLE AND PATHWAYS**

## HISTORY

Our building has been a place of entertainment and a gathering point for communities for 90 years. It started life in 1929 as a meeting hall for the Friendly Society of Foresters. The hall was converted to a theatre in 1980 by Shirley Barrie and Ken Chubb, who named it the Tricycle Theatre in honour of their touring theatre company, the Wakefield Tricycle Company. Over the years, new spaces were added, including a rehearsal room and cinema. In 2016, a major £9m capital project was launched, transforming the theatre's accessibility, adding more seats and a lighting gantry to the auditorium, and creating a new street-front café. The theatre reopened in 2018 as Kiln Theatre with a bold and sector-leading artistic programme, a deep commitment to supporting our many local communities, and a highly engaged and values-driven staff team and Board.

## DIVERSITY

Kiln Theatre does not strive to be diverse, it is diverse. This is driven by the network of artists and partners we collaborate with, by the themes of the shows we chose to produce, and by the strength of our relationships with, and commitment to, the local communities of Brent. We believe that diversity of thinking, and the creation of an internal culture that welcomes and celebrates different perspectives and experiences, changes the ambition and impact of an organisation.

## ENVIRONMENTAL SUSTAINABILITY

We aim to be an environmentally responsible organisation and ask that our team and collaborators works to support this goal. In doing so we are seeking to promote efficient and sustainable practices, including the incorporation of the Theatre Green Book for all of our productions, which reduce our carbon footprint. This is outlined in our Environmental Sustainability Policy and tracked in our annual action plan.

## FURTHER INFORMATION

For more information about Kiln Theatre and our work, please visit [kilntheatre.com](http://kilntheatre.com)



Photos © Rachel Ferriman

## OUR PRODUCTIONS

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 prior to a transfer to Broadway, 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.

Amit Sharma's bold artistic vision continues into 2025/26 with a new season of productions which will build upon Kiln's mission of staging work that entertains, fires the imagination and reflects the world around us.

At Kiln, we enrich the UK theatre landscape by developing emerging talent, particularly artists from Global Majority and disabled backgrounds. 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 continues to develop an exciting and diverse portfolio of commissioned playwrights some of whom include Amy Trigg, Zodwa Nyoni, Ishy Din and Suhayla El-Bushra.

**"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



★★★★★ “Sensational.”  
The Telegraph on *The Lonely Londoners*

Photo © Steve Gregson



★★★★★ “Heart stoppingly lovely.”  
The Guardian on *The Ministry of Lesbian Affairs*

Photo © Mark Senior

Our full programme of work – past and future – can be found on our website.  
Our produced and co-produced work from the past few years include:

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## 2025

*The Lonely Londoners*  
*Shanghai Dolls*  
*The Ministry of Lesbian Affairs*  
*Reunion*  
*Coven*

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## 2022

*Black Love*  
*Girl on an Altar*  
*The Darkest Part of the Night*  
*Handbagged*  
*Reasons You Should(n't) Love Me*  
*The Wife of Willesden*

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## 2024

*The Frogs*  
*The Ballad of Hattie and James*  
*English*  
*Peanut Butter and Blueberries*  
*Pins and Needles*  
*The Purists*

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## 2023

*Retrograde*  
*Es & Flo*  
*Modest*  
*Mlima's Tale*  
*Two Strangers (Carry a Cake Across New York)*

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## 2021

*Reasons You Should(n't) Love Me*  
*The Invisible Hand*  
*NW Trilogy*  
*The Wife of Willesden*

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## 2020

*Snowflake*  
*Pass Over*



## CREATIVE ENGAGEMENT WORK

Our award-winning Creative Engagement (CE) programme champions 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 where over 140 languages are spoken and 65% of the local population is from Global Majority backgrounds. Many face significant challenges, including economic inequality and limited access to cultural experiences. Our CE programme reaches over 1,500 participants annually, targeting inequality of opportunity and empowering positive change.

We are in year three of delivery for our largest community project to date – the Kilburn High Road Project. This three-year ambitious heritage project will engage over 8,000 local people and will celebrate the rich and diverse heritages of Kilburn culminating in a large-scale community Production on Kiln's mainstage.

Flagship programmes and projects include **Arrive Build Create, Schools Residencies, Backstage Workshops, Youth Theatre, Dementia Friendly Screenings** and the **Kilburn High Road Project**.

**"I have come across and experienced a variety of different projects with a variety of theatres. I can honestly say working with Kiln has been different. The personal nature of this project makes it highly bespoke. The residency itself is wide ranging and truly gives students an insight into theatre and performance that they would not get from a classroom alone."**

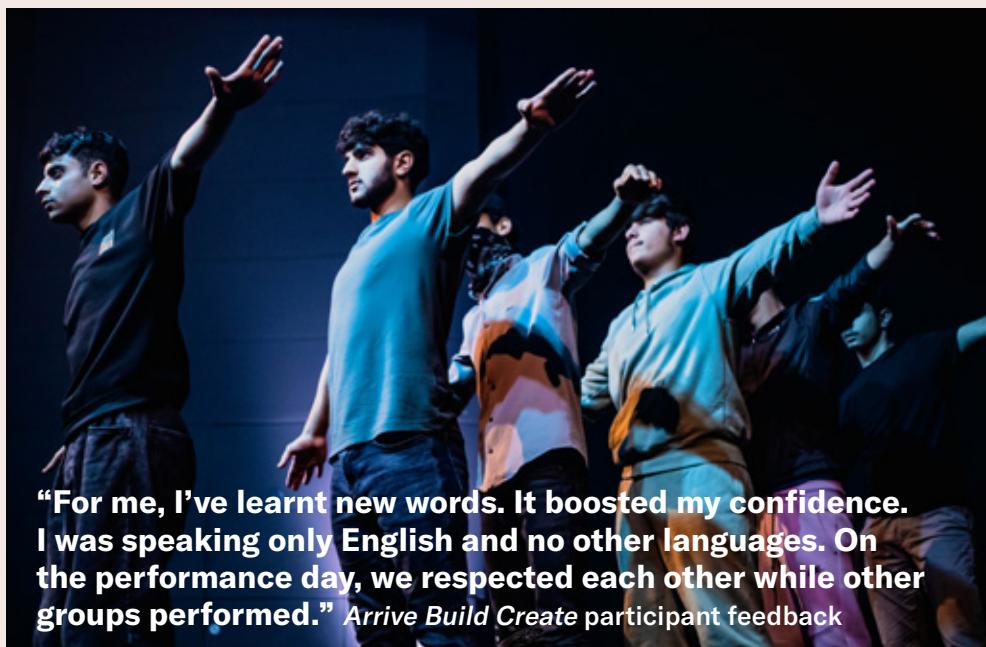
Teacher feedback on Schools Residencies

## 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. The Cinema underwent a refurbishment in 2024/25 which involved a major technical and facilities infrastructure upgrade – including a new projector, seating, carpeting and more efficient lighting solutions. This has enabled us to deliver more versatile, comfortable and immersive experiences for our visitors.



Photos © Harry Plowden



Photos © Rianne Black-Foster (RStyle Shoots)

## FACTS AND FIGURES FOR THE FINANCIAL YEAR 2024/25

Over  
**200**  
freelancers  
engaged

**110,700**  
social media followers

**446**  
young people performed  
on our stages



**253**  
performances



**57,600**  
audience members across  
theatre and cinema

**2**

West End transfers  
of Kiln productions

**502**  
film screenings



**38,583**

average monthly  
website visitors

**712**  
individuals directly  
engaged with our Creative  
Engagement programmes

**829**  
hours of training  
provided for local  
young people

**OVER 6000**

tickets subsidised for Brent/  
Camden residents, young people  
and members of the NHS

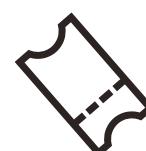
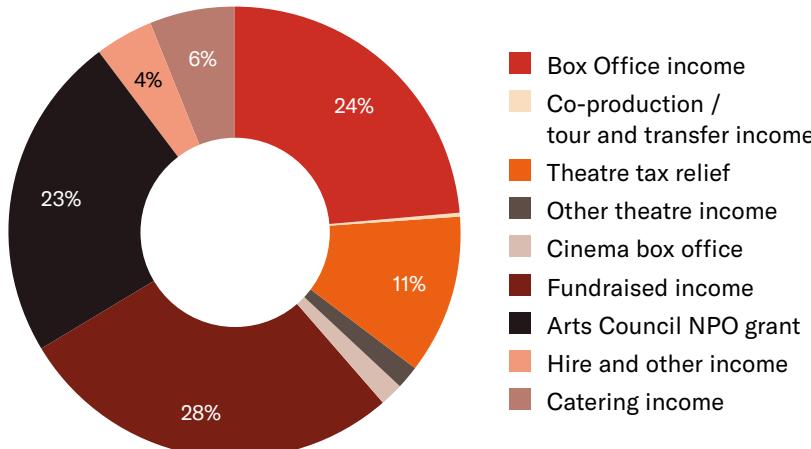


Photo © Mark Senior

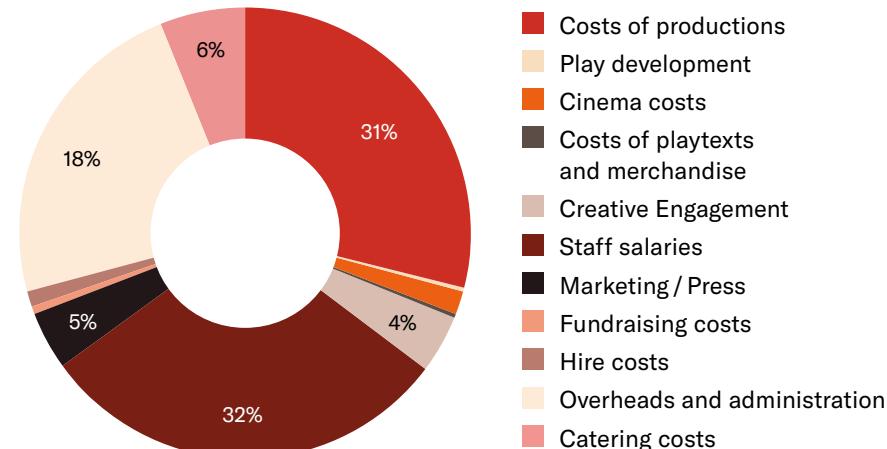


***“Spellbinding... note-perfect”***  
The Telegraph on *The Ballad of Hattie and James*

## SOURCES OF INCOME FOR 2024/25



## EXPENDITURE FOR 2024/25



## OUR FINANCES

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.

At year end March 2025 our general reserves stood at £1,150,000 (to include funds for three months' operating costs), plus designated funds of £236,000 (for capital building maintenance, Creative Engagement activity and commissioning).

## GOVERNANCE

Kiln Theatre is registered as Kiln Theatre Ltd with Companies House (Company number: 01396429) and with the Charity Commission (Charity Number: 276892). The Charity is led by a highly experienced Board of Trustees: Pippa Adamson, Aleksandra Barnes, Michael Berg, (Vice Chair), Sabine Chalmers (Chair), Louis Charalambous, Heather Doughty, Natasha Gordon, Katie Haines, Sophie Hussey, Alastair Levy, Maimuna Memon and Stacy Coyne Wright. We have two subcommittees which include the Nominations committee and Finance and Risk committee.

We have a trading subsidiary, Tricycle Screen (Trading) Ltd which operates our bar.

## ORGANISATION

### SENIOR MANAGEMENT TEAM

Kiln Theatre is led by the Artistic Director/CEO and Executive Director, reporting to the Board. They are supported by the Senior Management Team of seven including the Head of Audiences & Sales, Head of Operations & Front of House, Head of Production, Finance Director, Producer, Fundraising Director and Head of Creative Engagement.

### STAFF BASE

We have a 37 strong permanent staff base and a customer facing casual team of 50 working across front of house, bar and box office. We also engage a large number of freelancers to work on and off stage in our productions, as well as casual technicians.

# THE ROLE

## TITLE

Kiln-Mackintosh Resident Associate Director

## LOCATION

Kiln Theatre, 269 Kilburn High Road,  
London, NW6 7JR

## REPORTS TO

Artistic Director/CEO

## KEY RELATIONSHIPS

All Senior Team, Creative teams, Companies,  
Co-producers

## CONTRACT

Fixed-term – 12-months. Flexible/part-time  
(equivalent to 4 days per week).

## PURPOSE OF THE ROLE

Kiln Theatre is delighted to offer, in partnership with the Mackintosh Foundation, a part-time Associate Director residency for a mid-career director from an underrepresented background.

This new pilot residency (building on the success of the Kiln-Mackintosh Resident Assistant Director Programme) is designed to support a director at a key moment in their career, bridging freelance practice and senior artistic responsibility. The role offers structured, hands-on training in leadership, programming and organisational strategy.

The aim of this pilot programme is to open up senior associate-level experience to an exceptional director who has not yet had access to this scale of work or institutional insight. Designed as a developmental residency, the role will equip the successful candidate with the skills, confidence and experience needed to progress into senior artistic leadership roles across the sector.

Working closely with the Artistic Director and Executive Director, the successful candidate will join the senior management team and develop critical leadership skills, while learning about the role of an Artistic Director – including programming, commissioning and the inner workings of a producing theatre venue.

There continues to be a significant lack of diversity among those who lead arts organisations, and this pilot residency programme aims to address this by providing training and a tangible progression route for a candidate from an underrepresented background. **With this in mind, we strongly encourage applications from those who have previously experienced barriers in getting senior artistic level roles.**

The residency is generously supported by the Mackintosh Foundation and includes additional experiences with Cameron Mackintosh's West End productions, where possible, offering insight into both publicly funded and commercial theatre at scale.



**"Irresistibly rambunctious  
theatrical debut."**

The Telegraph on *The Wife of Willesden*

# KEY RESPONSIBILITIES

The Resident Associate Director will receive practical training, mentoring and experience by shadowing Amit Sharma, Artistic Director of Kiln Theatre, in the delivery of the artistic programme, including:

## ARTISTIC AND LITERARY

- Understanding how to balance artistic vision with commercial realities, contributing to, developing and enhancing Kiln's artistic vision.
- Expanding your network as well as recommending new work and artists from across the UK and internationally, and building relationships with individuals and organisations suitable for Kiln's programme.
- Observing and collaborating with the Artistic Director, Producer and Head of Production on the planning, budgeting and recruitment of cast and creative teams for productions.
- Gaining insight of audience development engagement strategies alongside the Audiences and Sales team.
- Working to support the mentoring and training of emerging directors and other theatre artists, including supporting directors engaged by the Creative Engagement Department.
- Understanding and supporting new writing development alongside the Literary Associate, nurturing relationships with writers, agents and other theatre industry contacts.

Photo © Richard Davenport



## STRATEGY AND PLANNING

- Being an active and involved member of Kiln's Senior Team.
- Shadowing selected Kiln Theatre Finance and Risk Committee meetings and full Board meetings alongside the Executive Director, Artistic Director and Finance Director.
- Attending strategic marketing, fundraising and finance meetings that contribute to the operation

and development of the theatre.

- Learning about Kiln's strategic objectives and how they contribute to the delivery of the organisation's Arts Council England commitments and Investment Principles.
- Opportunities to contribute to the upcoming Arts Council England NPO application, where appropriate.
- Opportunities to work with the Fundraising Team on funding applications, in donor meetings and at events, as required.
- Opportunities to represent Kiln Theatre at industry events, networks, conferences and meetings in London and across the UK.
- Carrying out administrative tasks on behalf of the Executive Team, as required.



## GENERAL

- Promoting, maintaining and helping to deliver the mission and values of Kiln Theatre, as set out by the Artistic Director, in both artistic programming and management practice.
- Attending run-throughs, technical rehearsals, previews, press nights, Creative Engagement activities, performances and events, including fundraising events and internal and external meetings, as appropriate.
- Keeping abreast of current thinking and best practice in theatre and helping to maintain Kiln Theatre's profile as a centre of artistic excellence.
- Being an active and supportive member of Kiln
- Complying with all statutory requirements, particularly in respect of the Equalities Act 2010, Health & Safety regulations, and Kiln Theatre's Safeguarding and Environmental Policies.
- Communicating clearly and constructively with other departments and contributing to the effective scheduling of Kiln Theatre's activities.

Photo © Oluwatosin Danjii



★★★★ “A timely reminder that hope must be stronger than hate.”  
The Arts Desk on *Peanut Butter and Blueberries*

# ABOUT YOU (PERSON SPECIFICATION)

## YOU SHOULD HAVE (ESSENTIAL):

- At least 5 years professional experience in theatre.
- A demonstrable interest in, and ambition to become, an Artistic Director, either in the subsidised or commercial sector.
- A track record of developing and directing professional theatre productions of quality and ambition at scale, with a minimum of three full professional directing credits. These should all be full-length runs (three weeks or more) and include at least one mid-scale production.
- A demonstrable track record of developing and directing new work, and an understanding of the dramaturgical process.
- An interest in creating work that engages new audiences and reflects the diversity of London.
- Exceptional knowledge of the theatre scene in London and nationally.
- Excellent interpersonal skills, with the ability to relate to and communicate effectively with a wide range of people.
- Excellent written and verbal communication skills, and the ability to articulate fresh and compelling artistic ideas.
- The ability to manage a varied workload in a dynamic environment and respond flexibly to changing priorities.
- The ability to work collaboratively and form effective partnerships internally and externally.
- An affinity for the mission, vision and work of Kiln Theatre.
- A genuine and demonstrable commitment to broadening cultural diversity and access across all areas of theatre.

**This position is aimed at directors who are already operating at a sustained professional level and who are ready to take on the next step in developing significant artistic responsibility. Due to the volume of applications expected, we are unable to provide feedback to applicants who are not shortlisted.**

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

# TERMS AND CONDITIONS

## CONTRACT

Fixed-term – 12-months. Flexible/part-time (equivalent to 4 days per week). We recognise that applicants may have existing professional commitments. These will be discussed with shortlisted candidates as part of the interview process.

## START DATE

Dependent on successful candidate's availability.

## SALARY

£35,000 per annum, pro rata.

## ANNUAL LEAVE

22 days per year plus standard bank holidays.

## PROBATIONARY PERIOD

2 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](mailto:recruitment@kilntheatre.com).

# 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](mailto:recruitment@kilntheatre.com) using the heading 'Resident Associate Director'

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

**Closing date:** Midday on Monday 2 March

**Interviews:** First round: To be scheduled across Tuesday 10/Wednesday 11/ Thursday 12 March

Second round: tbc

## WHAT HAPPENS NEXT?

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.



"Dazzling, clever and moving."

The Times on *English*

Photos © Richard Davenport





**KilnTheatre.com**

269 Kilburn High Road,  
London, NW6 7JR, England

 @KilnTheatre

  
Supported using public funding by  
**ARTS COUNCIL  
ENGLAND**  
LOTTERY FUNDED

Registration No. 1396429. Charity No. 276892



**"Mesmerising"**

New European on *Reasons  
You Should(n't) Love Me.*