

ASSOCIATE DIRECTOR THEATRE PECKHAM: INSPIRING CREATIVITY & AMBITION



Our Vision: We are building a representative and inclusive society where everyone can participate in, lead, work in, and enjoy creativity and culture.

Background information: Theatre Peckham is an award-winning cultural venue for artistic excellence and social change. Through the power of theatre, we illuminate young voices, provide skills and opportunities, and platform excellent creatives who are locally focused with a national and international vision. At our South London home, we commit to producing new writing and performance focusing on young, culturally diverse talent.

We are a three-time Offie-nominated theatre, platforming cutting edge productions in our state of the art, 200-seat theatre and studios, that push the boundaries of form, use exciting ways to retell existing or imagine new stories, and engage with hyper-local audiences. A range of projects take place in collaboration with a variety of partners, platforming high quality productions, developing artists, drawing audiences, supporting communities and above all, growing a talent pool for the creative industries.

Theatre Peckham is regarded as a key player in the local arts and education landscape, we deliver local and national priorities with our key strength of quality engagement with young people, enabling them to find their voice in the world and in the arts industry.

Embedded across all the work that we do is our commitment to building a healthy, representative, and equitable sector. This resonates through the paid-for services we deliver including our Five Pillars: Anti-racism training, which has already been successfully delivered to Rambert Dance, Trinity Laban, Mountview and Southwark Councillors.

This is a pivotal time to join Theatre Peckham's young, dynamic team who work in a non-hierarchical, collaborative way and are an important driving force of change within the industry. As we build after the impact of the pandemic this is an opportunity to grow working closely with the CEO/Artistic Director.

Job Description Associate Director

Reports to:	CEO/Artistic Director
Key working relationship:	CEO/ Artistic Director, Producer, Participation Producer, Head of Production, Theatre Facilities Management, Head of Finance, Head of Communications
Responsible for:	Young Peckham Administrator, Assistant Producer

Main purpose of the role:

The Associate Director will facilitate and enable the creation and presentation of innovative work and support the Artistic Director to embed the artistic policy. Theatre Peckham champions a festival approach to programming, attracting the widest range of audiences and participants through a broad offer. This role will lead on programming our two seasons; *Young Gifted and Black* and *Peckham Previews*, work with the local community to manage the Undercroft artists' incubator space on Sceaux Gardens estate and lead on our Young Peckham programme to support emerging artists aged 17-25.

Key Responsibilities:

Programming and Artistic Development

- Lead programming by articulating and advancing the artistic vision reflecting Theatre Peckham's commitment to excellence for both community and artists.
- Curate, programme and coordinate our two annual festivals, *Peckham Previews* (August) and *Young Gifted and Black* (October).
- Seek out and propose writers who would benefit from developmental seed commissions, workshops and readings.
- Undertake all associated administrative work, including liaising with artists and partners, managing budgets, completing monitoring, evaluation and activity reports and maintaining financial records to ensure targets are met.
- Develop your own artistic practice in line with Theatre Peckham's vision and mission.

Develop Emerging Artists

- Coordinate the Young Peckham programmes to engage and develop emerging artists aged 17-25.
- Introduce industry networks to Theatre Peckham and its young people through workshops, masterclasses and events.
- Support talent development and the work of emerging artists.
- Develop and maintain excellent external industry networks.
- Foster new partnerships with creative organisations including writing agencies, universities, and broadcasting companies.
- Lead projects for emerging artists providing a safe space to create new work and opportunities to share work publicly to broaden their skillsets and professional networks.

- Recruit and manage volunteers and placement students ensuring a positive experience, professional development opportunities and continued engagement with Theatre Peckham.

Community Development

- Coordinate a volunteer group to manage the Undercroft artists' incubator space on Sceaux Gardens estate for the community's benefit.
- Build relationships with local residents and engage new members of the community through Artistic work.
- Ensure Theatre Peckham is engaging with the inherent culture of its community – with a particular focus on young people from a broad range of backgrounds.
- Actively develop and maintain influential working relationships with key stakeholders such as schools, community groups, the local authority and the Arts Council in order to be a respected advocate and enhance the reputation of youth, community and talent development programmes at Theatre Peckham.
- Manage and help facilitate existing and new work with the community.
- Regularly attend community events, and be an ambassador for Theatre Peckham, its approach and its work.
- Collaborate with the team to champion new and innovative ways to increase the reach and scope of our provision.

Other

- Support the Development Team in identifying opportunities for funding; writing programmes and contributing to reporting requirements.
- Gather participant information and provide support on reporting to funding bodies including the NPO ACE funding and Southwark Culture Grant.
- Raise the profile of Theatre Peckham through the artistic work delivered.
- Speak and act on behalf of Theatre Peckham in interviews, panel events and meetings.
- Keep up to date with developments in new writing, attend play readings and productions, and maintain a network of contacts and industry professionals.

General

- With all staff, identify and develop creative and innovative ways to generate income and raise profile.
- Produce and present regular progress reports as requested and to the Board.
- Attend regular company meetings and programming meetings.
- Actively adhere to Theatre Peckham policies, including Equalities (diversity, access, equal opportunities), Safeguarding and Environmental and implement the Theatre Peckham Health and Safety and Covid-safety policy.
- Minimise the Theatre's environmental impact wherever possible adhering to and supporting its Sustainability Policy.
- Work to practical understanding and knowledge of current Health and Safety legislation, Licensing regulations and Food Hygiene legislation and their application in events at Theatre Peckham, to protect company and customer interests.



- Maximise income and minimise expenditure wherever possible without jeopardising the quality of the work or the reputation of Theatre Peckham.
- Act always in the best interest of Theatre Peckham.
- Undertake such other duties as may reasonably be required.

This job description is a guide to the nature of the work required of this position. It is neither wholly comprehensive nor restrictive and does not form part of the contract of employment.

Terms:

Work address: Theatre Peckham, 221 Havil Street, London SE5 7SB

Salary: £26,500 - £28,000

21 hours per week (excluding unpaid breaks)

This role is for 18 months.

Normal office hours are 10am to 6pm, between Monday and Friday. The annual paid holiday entitlement is 20 days plus public holidays pro rata. There is a probationary period of three months.

The successful candidate will be expected to apply for an enhanced DBS check or hold a valid DBS certificate granted in the past 18 months. Theatre Peckham is a family friendly employer and can consider flexible working hours to suit the successful candidate.

Theatre Peckham are particularly interested in receiving applicants who are between the ages of 18-28 from the global majority.

How to Apply:

If you would like to apply for the post please download the application form and the equality monitoring form from our website and send it with a short covering letter in the body of the email.

Please address the letter to Amy Hubbard, Company Administrator: admin@theatrepeckham.co.uk

Please note that only applications submitted on Theatre Peckham's Application Form will be considered. We do not accept CVs.

Closing date for applications:	5pm, Tuesday 21st September 2021
Interviews to be held:	Monday 27th September 2021
Start Date:	At your earliest availability

If you are unable to attend on that date, please state the first date you will be available as we may be able to offer an alternative interview date.

Theatre Peckham welcomes and encourages applications from everyone regardless of their age, gender identity, ethnicity, religion or belief, sexual orientation, disability or nationality.

We look forward to receiving your application.

GUIDANCE NOTES FOR APPLICANTS

These notes are intended to help you to participate in the selection process as effectively as possible by providing us with all the information needed to demonstrate how you meet the requirements of the job. Please read these notes carefully before completing your application form. If you have any difficulty in completing the form please contact Amy Hubbard on admin@theatrepeckham.co.uk / 0207 708 5401

APPLICATION PACK

There are 3 documents that you need (1) Job description (2) Application Form (3) Equal opportunities monitoring form. They are all available to download on the Theatre Peckham website. If you cannot obtain copies please contact us for support. The purpose and key tasks and responsibilities of the position are set out in the job description. It is important to read all the information carefully before completing the application form.

COMPLETING THE APPLICATION FORM

General Points

- Please do not attach your CV or copies of education certificates to your application form. Applications in the form of CVs will not be considered.
- Type or write clearly in black ink and do not use staples, to allow for photocopying.
- Please return via e-mail.

Working through the form

- Ensure that you clearly state the full job title on your application form.
- If you are applying for a job share please state this on the application form. Each individual will need to complete a separate application form.
- Think about what evidence you can provide to demonstrate you have the necessary knowledge, experience, skills and attributes to do the job. You may also want to include voluntary/unpaid work experience, or experience gained in a role of responsibility in one of your leisure pursuits if this is relevant to the requirements of the job.
- The section marked 'Supporting Statement' is particularly important. This is where you make your case for why you wish to apply for the job and what makes you a suitable applicant. In this section it is important that you provide us with evidence to demonstrate that you possess the knowledge, experience, skills and attributes required for the job. You will need to provide specific examples of what you have done and how you believe this demonstrates you meet each requirement.
- It is important to remember that those involved in the selection process cannot guess or make assumptions about you. Make sure you tell us everything relevant to your application and that you complete all the sections on the form.
- Do not forget to proof-read your form and check for any errors before returning it to us. Before sending in your form, it is advisable to take a copy for your own reference.



Please return your form to Theatre Peckham and ensure that it reaches us before the closing date. Late applications will not be considered. If you are having problems returning your form, please get in touch.

SHORTLISTING

Shortlisting will take place as soon as possible after the closing date and is always carried out by at least two people.

We aim to let everyone know within two weeks of the closing deadline whether they have been shortlisted for an interview. Due to the high volume of applications expected we are unable to give individual feedback at this stage.

If you are shortlisted, we will normally contact you by email to invite you to interview. This may include carrying out a selection exercise to test your ability to carry out specific requirements of the job. In some instances it may be necessary to hold the selection process in two stages and applicants may be called back for a second interview. You will be given full details about the arrangements if it is decided that a second round of interviews is necessary.

All offers of employment at Theatre Peckham are made subject to receipt of satisfactory references. Additionally under the Asylum and Immigration Act, we are required to check that anyone taking up employment with us has the legal right to work in the UK. All successful applicants will, therefore, be asked to provide us with documentary evidence to support their entitlement to work in the UK prior to taking up employment.

DATA PROTECTION ACT, 1998

Information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely with access restricted to those involved in dealing with your application and in the recruitment process. We are the data controller for your personal data and will ensure it is used and stored in accordance with the Data Protection Act (1998), the Privacy and Electronic Communication Regulations (2003) and as of the 25th of May 2018, the EU General Data Protection Regulation (EU 2016/679). If you are the successful candidate, your application form will be retained and form the basis of your personnel record. Information provided by you on the equal opportunities monitoring form will be used to monitor Theatre Peckham's equal opportunities practices. By submitting your completed application form you are giving your consent to your data being stored and processed for the purposes of the recruitment process, equal opportunities monitoring and your personnel record if you are the successful candidate.

Good luck with your application.