

Donmar Warehouse Projects Ltd**Job Description****RESIDENT ASSISTANT DIRECTOR**

Reporting to:	Literary and Editorial Manager
Location:	3 Dryden Street, London, WC2E 9NA and 41 Earlham Street, London, WC2H 9LX
Terms:	One year, fixed-term
Working hours:	40 hours per week and evening work where necessary
Salary:	£22,000 per year

A brief history of the Donmar

Led by Artistic Director Josie Rourke and Executive Producer Kate Pakenham, the Donmar is an intimate 251-seat, not-for-profit theatre in central London. Our unique theatre sites in a 19th century, former hops warehouse in Covent Garden. Today, it is internationally renowned as one of the world's principle producing theatres, having won over 100 major awards during its 24 year history.

Our mission

The Donmar Warehouse is the home for leading artists to make world-class theatre which engages, inspires and entertains. We share our work with as broad an audience as possible.

Our intimate space offers actors and audiences a theatrical experience unlike any other, whilst our transfers, tours and digital distribution enable audience to enjoy our work worldwide.

The theatre we make is always in conversation with the world today. We celebrate variety on our stage, re-energising the canon, reviving modern classics, and commissioning great new work. We always prize diversity and freedom of expression, and with each new production we seek to innovate and spark debate.

Our exceptional education work empowers young people and cultivates a new generation of artists, audiences and active citizens, whilst our creative development programme invites the best established and emerging artists to push themselves and the boundaries of theatre-making.

Purpose of the role

For over fifteen years, the Donmar has run one of the most successful training schemes for young directors in the industry. The role of Resident Assistant Director (RAD) provides a year of training for emerging directors who get the opportunity to assist on Donmar productions, as well as offering

insight on casting, scheduling, fundraising and education. The role is responsible for supporting the smooth running of rehearsals, tech and previews, and many other aspects of the production process. Previous incumbents include current Artistic Director Josie Rourke, Rupert Goold, Sasha Wares and Charlotte Westenra.

Start Date: Tuesday 03 April 2018 (1 year fixed term)

Duties and Responsibilities

- Carrying out research for each director prior to rehearsals
- Assisting each director in the rehearsal room for all productions at the Donmar throughout the year
- Keeping staff up to date with current production and writing weekly rehearsal reports
- Assisting the casting department as required
- Supporting the cast as necessary
- Being in attendance throughout production week, in technical and dress rehearsals, previews and press night
- Managing production seat allocation during tech and previews
- Noting the production once running at least twice a week or as instructed by the director
- Keeping an eye on the show and company and feeding back to director and senior management as required
- Seeing shows at other theatres and reporting back
- Reading scripts and writing reports as required
- Working with senior management, carrying out research, attending readings and looking at new work
- Delivering Q&A sessions with education groups and sponsors
- Working with development and education departments on education work, talks, activities and other events
- Attending Directors Forum evenings, including post-show discussions
- Completing the RAD training plan to include budgeting & finance, fundraising, marketing and casting.

This is not an exhaustive list of duties and the Artistic Director may, at any time, allocate other tasks which are of a similar nature or level.

Person Specification

Essential

- Experience of assisting directors on professional theatre productions (at least one professional assisting credit is required)
- Experience of directing own work, in a fully-realised production in either a fringe venue or festival context
- Experience and ability as a script reader
- Passion for the work of the Donmar
- Desire to pursue a career as a theatre director
- Demonstrable knowledge of plays, musicals and theatre practitioners
- Flexible and sensitive to the artistic process
- Excellent communication skills, to provide information to and from the rehearsal room and the rest of the Donmar

- Ability to prioritise, work well under pressure and adapt to new situations
- A proactive and positive attitude
- Ability and willingness to work outside of normal office hours when required
- Initiative to engage in work which arises from the rehearsal process

Desirable

- Experience of running workshops/ leading discussions working with young people and others

Holiday

20 days a year plus an additional five days in lieu of evenings worked during the year

Benefits (post-probation)

- Monthly theatre ticket allowance
- Free annual eye tests
- Free Hospital Club membership
- 3% pension contribution in Donmar's stakeholder pension scheme and entitled to contribute any amount in full % increments

The Donmar is an equal opportunities employer. We recognise the value of diversity within the workforce, and actively encourage applications from those with less visibility in the arts.