**This information is available in alternative formats. Call 020 7613 6905 or e-mail** [**jobs@graeae.org**](mailto:jobs@graeae.org) **for details.**



**Application Pack**

* **Trainee Producer**
* **Trainee Marketing & Development Manager**
* **Associate Artist 1: Director and deviser**
* **Associate artist 2: New writing and artist development**

Dear Applicant,

Thank for your enquiry regarding the above positions with Graeae Theatre Company.

**Graeae** is a force for change in world-class theatre, breaking down barriers, challenging preconceptions and boldly placing disabled artists centre stage.

If you are an arts professional with an interest in shaping the future of Graeae, this may be an opportunity for you. We are recruiting for four positions, all with leadership responsibilities, and all with the power to shape the work we create and how it is shared with the public.

If you identify as Deaf, disabled or neuro-divergent under the Social Model of Disability or have faced barriers to your career progressing due to access needs not being met, we are interested in hearing from you.

You would be central to delivering Graeae’s diverse programme of creative projects over the next year. Each role comes with a substantial support package including training, mentoring and placement opportunities.

Available on our website, you will find:

* Application form
* Job Descriptions & Person Specifications
* Monitoring form

Your completed application should be marked confidentialand sent to [jobs@graeae.org](mailto:jobs@graeae.org) or by post to JOBS, Graeae Theatre Company, Bradbury Studios, 138 Kingsland Road, London E2 8DY. The Monitoring Form will be removed from your application before shortlisting and will be used for statistical monitoring purposes only.

The **closing date** for receipt of applications for all posts is **11pm, Monday 9 August 2021**. Short-listed candidates will be invited for **interview** in early September.

Should you have any questions or would like information in an alternative format please do not hesitate to contact us. I look forward to receiving your completed application.

Yours faithfully



**Kevin Walsh**

Executive Director

**Guidance Notes for Applicants**

The four roles are:

**Trainee Producer**

Full Time, Fixed Term of 1 year, £26,500pa

To manage the smooth-running of Graeae’s productions and R&D projects, under supervision from the Executive Director, and act as Line Producer for the project teams.

The post holder will have a passion for theatre and an interest in new writing and dynamic theatre led by Deaf and disabled people. They will be able to juggle multiple priorities simultaneously and will be a calm presence in the midst of chaos.

They need not have worked as a producer, but will need to have experience in coordinating arts projects.

**Trainee Marketing and Development Manager**

Full Time, Fixed Term of 1 year, £26,500pa

To raise Graeae’s profile locally, nationally and internationally and cement the company’s role as world leaders in Disabled led theatre. The post holder will devise and manage a creatively accessible marketing strategy for Graeae's productions, training, learning and advocacy. They will build on the organisation’s audience and donor development strategy.

The post holder will have a passion for marketing and audience development. They will have two years’ professional experience in a theatre or dance organisation but need not have experience in a management position.

**2 x Associate Artist**

Fixed term posts of one year, with a commitment of 1,100 hours (equivalent to three days a week). These hours will be worked flexibly and paid in 12 equal monthly instalments. (£14.50ph, £26,500 FTE)

**AA1: Director and Deviser**

The Associate Artist 1 will contribute to and kick-start Graeae’s vision for the period 2022-5, alongside the Associate Artist 2 and Artistic Director/CEO. They will be the creative lead on at least one artistic project, will be supporting the development of creative projects across all departments as well as advocating for the rights of Deaf and disabled people, mentoring and contributing to the training and learning programme*.*

The Associate Artist will be a professional or semi-professional creative with a strong artistic vision. They must be prepared to direct for the stage but could have experience of creating art in any medium.

They will have a strong understanding of human rights and will be a confident advocate for the rights of Deaf and disabled people.

We are looking for artists to bring a new perspective to our work and to help us to create a blueprint for the future of Deaf and disabled led theatre.

**AA2: New Writing and Artist Development**

The Associate Artist 2 will contribute to and kick-start Graeae’s vision for the period 2022-5, alongside the Associate Artist 1 and Artistic Director/CEO. They will be the creative lead on the future of the company's investment in writers and new writing as well as advocating for the rights of Deaf and disabled people, mentoring and contributing to the training and learning programme

They will have a passion for nurturing the talent of others, though they could be a writer, devisor or other professional creative themselves.

They will have an understanding of the need for intersectionality in programming choices and will be committed to going the extra mile to unearth stories seldom told on stage.

We are looking for a creative person of any discipline with an interest in new writing and is willing to work with a wide range of stakeholders and partners from different organisations.

**Professional Development**

All four positions come with a substantial professional development package tailored to the individual.

Support would depend on the role or individual but we are offering:

* A place on a producing training course such as Stage One or equivalent, based on level of experience and accessibility.
* A place on a marketing or audience development training course such as AMA's Audience diversity Academy or equivalent, based on level of experience and accessibility.
* Shadowing on Graeae and theatre partner productions
* Mentorship from one of our partner organisations, 6 x 2hr sessions
* Action Learning Set
* Up to 10 days additional professional development
* 2 week placement in one of our partner organisations

Please see the job description you are interested in for details. The full package of support is estimated by us to be worth £5,000 including travel, accommodation and expenses.

**Access Support**

Graeae will assist you to conduct an access audit, make an Access to Work application to meet the cost of support and have put funds aside to cover any costs not covered by the scheme. We will assist with booking interpreters, access workers or other personnel as required. Applicants will be responsible for their own personal care and home support needs. We are happy to discuss with you in advance of making an application if you are unsure.

Any additional access support required to make the application will be covered if agreed in advance. This includes BSL interpreters, scribes, access workers and assistance with formatting. Please e-mail [jobs@graeae.org](mailto:jobs@graeae.org) if we can help with this.

**How to Apply**

All relevant documents are available on our website.

Download the following documents to complete your application:

* Recruitment Pack (this document)
* Application Form
* Equal Opportunities Monitoring Form
* The Job Description and Person Spec for the Application

Most of the application will need to be completed using the application form.

Each application will need to come with a personal statement. You may submit this by video, sound file, in written format or in any other manner that is accessible to you. If you do not have equipment to record your statement at home we can facilitate a recorded zoom conversation or you can arrange an appointment at Graeae’s offices in Hoxton.

Once complete, please send your application to [jobs@graeae.org](mailto:jobs@graeae.org).

The deadline for applications is 11pm on Monday 9 August 2021.

Application for this position is by completed **application form**.

**The Application and Selection Process**

The purpose of completing the form is to enable you to be shortlisted for interview. Completed application forms are matched against the requirements set out in the Job Description and Person Specification to create a shortlist of candidates who will be invited for interview.

Please study the Job Description and Person Specification carefully before completing your application form. **Whether or not you are shortlisted for interview will depend on how well you can demonstrate that you meet the criteria listed.**

You may find the following information helpful:

* You may apply by e-mail, by post, and for the Associate Artist positions by recorded video or sound file.
* All first round interviews are likely to be held via Zoom, so you will need access to a computer with a webcam and microphone or a smartphone. You do not need a zoom account but will need access to reliable internet connection and an up-to-date browser.
* Study all the information you have been sent about the job and carefully read through the questions you need to answer before you begin to complete the form.
* Make sure that your application is specific to the job you are applying for. General responses you have prepared before may not address the specific requirements of this post.
* Don’t send your CV instead of completing the form in full – CVs will not be accepted.
* Think about the extent to which you possess the knowledge, skills and experience detailed in the Person Specification. You should then use the form to provide relevant information which demonstrates how you meet the requirements - use examples.
* Make sure that you complete all sections of the application form.

Your completed application must reach Graeae by **11pm, Monday 9 August 2021**. Please note that we are unable to accept applications after the closing date and time unless by prior agreement.

**Shortlisting** will take place immediately after the closing date. We will go through your application in detail looking for specific evidence that you have the experience, knowledge and skills required to undertake the job successfully. It is unlikely that you will be selected for interview if you haven’t provided specific evidence, supported by relevant examples.

**Due to the high number of applications we receive, it is not possible for us to respond to every application.** If you have not received an invitation to interview within four weeks of the closing date, you should assume that your application has been unsuccessful on this occasion. If you want to check that your application has safely arrived please email [jobs@graeae.org](mailto:jobs@graeae.org)

**Interviews and Other Selection Methods**

**Interviews** will take place in **September** **2021. As we are interviewing for four roles we are not able to confirm a day at this stage.**

We would normally ask applicants to complete a skills/aptitude test at interview but as this is not practical under current circumstances we may ask you to complete a piece of writing (untimed) on the date of the interview. We would not expect you to spend more than 30 minutes on this task. More information will be made available when you are invited to interview.

A standard interview with a panel of 3 people, including the position’s line manager. The interview will last approximately 30-40 minutes. At the end of the interview, you will also be given some time to ask a few questions yourself.

A letter will give full details of what the selection process will involve.

If you have any **Access** requirements that need to be met in order to aid you in this application, please contact [lizzy@graeae.org](mailto:lizzy@graeae.org). We may provide support to make your application or to make your interview accessible to you.

If you need to submit your application in an alternate format or you have any areas of concern relating to your access needs please let us know at [lizzy@graeae.org](mailto:lizzy@graeae.org).

**Equal Opportunities**

Graeae’s equal opportunities policy permeates all aspects of our work, informing actions and attitudes towards employees, volunteers, directors, freelance workers, participants, audiences and service users.

We invite you to complete the separate monitoring questionnaire to enable us to evaluate the effectiveness of our recruitment policy and processes and ensure fair treatment. The information you provide will also help us to identify any barriers to recruitment. Your answers will be treated in the strictest confidence and used for statistical monitoring purpose only**. Your completed form will not be seen by those responsible for short listing and will not, therefore, form part of the selection process.** Although we would like you to complete the monitoring form, you are not obliged to and your application won’t be treated less favourably if you choose not to complete it.

**With this role, we are seeking applications from Deaf, disabled or neuro-divergent people or applicants who have an understanding and appreciation of access barriers to working in the arts.**

We also acknowledge our responsibility to improve diversity and representation across the arts and bring different lived experiences into arts management. The artists that you will be working with will have faced disablist attitudes through other schemes; they may also have experienced racism, homophobia, transphobia or persecution for some other aspect of their identity.

It is important that you can demonstrate a sensitivity and open-mindedness to the additional social and cultural barriers Disabled people face and accept them as artists and rounded human beings.

Please note:

* We can provide access support in completing your application form and attending interviews. Please contact Lizzy Luxford [lizzy@graeae.org](mailto:lizzy@graeae.org)
* You will not be asked about your access requirements at interview, though you may be asked about your knowledge and experience of working with Deaf and/or Disabled artists

Graeae follows the social model of disability, you will need to be familiar with this at interview. We recommend Drake Music’s excellent “Understanding Disability” series <https://www.drakemusic.org/blog/hdekretser/understanding-disability/> if you would like to learn more.

* If you would like to see Graeae’s Equal Opportunities policy please contact [jobs@graeae.org](mailto:jobs@graeae.org)

**Data Protection**

**Questionnaire**

We take the privacy of your data seriously. We will process your data in accordance with our job applicant privacy notice, available on our website at https://graeae.org/about/recruitment.

**Disclosure & Barring Service Checks**

Graeae undertakes work with schools and with vulnerable adults. As part of the recruitment process, Graeae will assess the likelihood of a new post-holder coming into contact with children and/or vulnerable adults. Each of the post-holders it deems to have possible contact will result in the post-holder/successful candidate being subject to a satisfactory DBS check before being confirmed in post. This process will still apply in the event of an internal candidate moving into a new post within the organisation.