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**Associate Artist 2**

**Job Description**

**Job Purpose**

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

*The Associate Artist 2 will be given an opportunity to grow in the role and will not be expected to have experience of all key responsibilities when taking up post.*

**Line Manger:** Artistic Director (CEO)

**Works alongside**: Artistic Director, Associate Director, Creative Learning Director, Associate Artist 1

**Responsible for:** Project-specific creative teams

**Key Responsibilities**

**Artistic Development**

Support the Artistic Director to create a future-facing artistic plan including:

1. Assisting the CEO by delivering the artistic vision of the company according to the Business Plan
2. Working with the CEO and SMT to ensure effective communication of Graeae’s artistic policy to staff, artists, the media and members of the public.
3. Alongside the CEO and the Creative Learning Director (CLD), being responsible for developing Graeae’s new writing programme including overseeing the artistic delivery of Write to Play, Play Labs, commissions, script reading and research and development programmes
4. Supporting Deaf and disabled writers, content creators and conceptual artists to tell stories never before told on stage.
5. Work with the producing team to create opportunities for commissioned pieces to find an audience.
6. Supporting the provision of opportunities for artistic research and the development and training of artists alongside the CEO and CLD
7. Maintaining a close working relationship with the disabled community, including both individuals and organisations.
8. Ensure monitoring and evaluation reports are completed comprehensively and to deadlines, particularly with reference to funding agreements.

**Artistic Ambassador**

1. To represent the interests of the company nationally and to promote the unique work of the company in the area of disabled-led theatre.
2. To act as an ambassador for Graeae and to champion and promote the vision of the company by advocating the importance of inclusion and equality in the theatre.

**Finance**

1. Alongside the Finance Director (FD) and CEO, prepare project budgets to deliver the new writing programme as set out in the business plan
2. Be responsible for creating and managing budgets in collaboration with the FD, ensuring they remain within agreed spend.
3. Assist the Executive Director (ED) in writing and updating funding applications particularly relating to artistic and new writing programmes.

**Other duties**

1. Carry out any other duties as and when required by the CEO
2. Adhere to Graeae’s policies and practices particularly in respect of HR and performance management systems

**Associate Artist 2**

**Person Specification**

**Essential**

1. Experience of working as a creative professional or semi-professional
2. Practical experience of taking creative leadership on a project (either for the stage or other media).
3. A confident advocate for the rights of Deaf and disabled people.
4. Identify as Deaf, disabled or neuro-divergent under the Social Model of Disability or have an in-depth understanding and appreciation of access barriers to working in the arts, as well as how these barriers may be addressed
5. Experience of leading a team as well as working individually
6. Excellent interpersonal skills including an ability to interact effectively with a wide range of individuals and organisations and a variety of settings
7. Excellent communication skills, both verbal and written. (NB Graeae recognises that this can be achieved by various means, eg through a third party communicator)
8. Excellent organisational skills and an ability to work, prioritise and be involved in decision making within a flexible working environment
9. Experience in problem solving both creatively and pragmatically
10. Experience of sound budgetary projection, management, financial systems and financial literacy.
11. Excellent IT skills across a range of software packages
12. An understanding of the additional social and cultural barriers encountered by Deaf and disabled artists; including disablism, racism, homophobia or persecution for some other aspect of their identity.
13. Willingness to undertake training

**Desirable**

1. British Sign Language skills

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**Associate Artist**

# Summary of main terms and conditions of service

*Contract*

This is a fixed term post of one year, with a commitment of 1,100 hours (equivalent to three days a week). These hours will be worked flexibly, in accordance with the production schedule and in consultation with the post holder. This means that in some weeks, more hours will be worked and in other weeks, fewer hours will be worked.

*Salary*

The salary offered is £26,500 Full Time Equivalent (£14.50 per hour) and is payable in 12 equal monthly instalments.

*Hours*

This is a part-time post with a commitment of 1,100 hours, equivalent to 21 hours per week, plus one hour for lunch. Graeae's opening hours are 8.30am – 6.30pm. Each working week will be agreed in advance, with approval your line manager.

Occasional evening and weekend work as well as over-night stays away from the company base in London is required. There is no overtime payable but time off in lieu (TOIL) of hours worked may be taken in negotiation with line manager.

*Probation*

Confirmation of employment is subject to a 3 month probationary period.

*Notice*

The period of notice from either party is one week during the probationary period and two months thereafter.

*Pension*

On the condition the employee contributes 3%, Graeae makes a contribution to the company's designated stakeholder pension scheme equivalent to an additional 7% of gross salary.

*Holiday*

The post holder is entitled to 25 days paid holiday per annum plus public holidays in the first year of service. Holiday entitlement may not be carried forward and there is no cash alternative except at termination of employment.

*Access*

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.

*Training*

Graeae has a training policy and is committed to developing staff, encouraging them to expand their skills during their employment with the organisation.

This post comes with a training and development package that can be tailored to the individual. Support would include:

* 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

The full package of support is estimated by us to be worth c.£5,000 including travel, accommodation and expenses.

*Other Benefits*

Graeae participates in the Cycle to Work scheme. Holiday, sick and parental leave are all over the required minimum.