**This information is available in alternative formats. Call 020 7613 6900 or e-mail** [**jobs@graeae.org**](mailto:jobs@graeae.org) **for details.**



**Application Pack**

* **Marketing and Advocacy Administrator**
* **Literary Administrator**

Dear Applicant,

Thank for your enquiry regarding the above position 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 you are a Deaf, disabled or neurodivergent person with strong administrative skills and an interest in the arts, this may be an opportunity for you. We are recruiting for two new roles to help us deliver our exciting new programme for 2023-26.

**Literary Administrator**

*3 days per week (21 hours), £14,400 pa pro rata (£24,000 FTE), 18 month fixed term*

You will be supporting Graeae’s lauded, highly-connected training programme, Write to Play, and will be the first point of contact for writers wishing to submit scripts for consideration.

In 2023-24, we will be delivering new writing courses, scratch nights, play readings, mentoring and placements for Deaf, disabled and neurodivergent writers. This activity will need a strong administrator to ensure things are run smoothly and that our network of writers feel supported and are working in an accessible environment.

**Marketing and Advocacy Administrator**

*3 days per week (21 hours), £14,400 pa pro rata (£24,000 FTE), 12 month fixed term*

You would be supporting the marketing and audience development team in the promotion of Graeae’s activity through social media, the company website and in direct marketing.

You would also be a driving force in promoting public advocacy for Deaf, disabled and neurodivergent communities through research, consultation and digital media.

This important role will help raise awareness within the organisation and with the general public about the challenges facing intersectional communities.

If you identify as Deaf, disabled or neurodivergent under the Social Model of Disability or have faced barriers to their career progressing due to access needs not being met, we want to hear from you.

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 both posts is **12pm, Monday 27 March 2023**. Short-listed candidates will be invited for **interview** in early April (5/4/23 Marketing & Advocacy Administrator, 13/4/23 Literary Administrator).

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 and Joint CEO

**Guidance Notes for Applicants**

**Professional Development**

Graeae invests in the development of their staff and are offer training tailored to the individual. We recognise the physical, attitudinal and financial barriers to training and nurture a supportive learning environment.

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

* Software packages
* Access support
* Health and Safety
* First Aid at Work
* Fire Safety and Fire Marshal

As a team, we invest in Disability Equality Training, Anti-Racism, Trans Inclusive Training, Mental Health First Aid, British Sign Language and others

**Access Support**

Graeae offers all staff members an access audit; a review of support needs to ensure all employees have the tools to work as equals. We then support an application to “Access to Work”, if needed, 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 [vicky@graeae.org](mailto:vicky@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 written format, by video, sound file 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.

**You may apply for both roles.** We would need a different personal statement for each application as they will be led by a different panel.

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

The deadline for applications is 12pm on Monday 27 March 2023.

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 both positions by recorded video or sound file.
* All first round interviews are likely to be held in person, though we offer Zoom if you are temporarily isolating (you will need access to a computer with a webcam and microphone or a smartphone in this scenario).
* 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 **12pm, Monday 27 March 2023**. 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 on 5 April 2023 (Marketing and Advocacy Administrator) and 13 April (Literary Administrator)**.**

A standard interview with a panel of 3 people, including the position’s line manager. The interview will last approximately 45 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 [vicky@graeae.org](mailto:vicky@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 [vicky@graeae.org](mailto:vicky@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 encouraging applications from Deaf, disabled or neuro-divergent people.

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; they may also have experienced racism, homophobia, transphobia or persecution for some other aspect of their identity.

Please note:

* We can provide access support in completing your application form and attending interviews. Please contact Vicky Berry [vicky@graeae.org](mailto:vicky@graeae.org)
* 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)

**Questionnaire**

**Data Protection**

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.