****

**Associate Director (North)**

**Job Description**

**Job Purpose**

The Associate Director (North) will be responsible for the smooth running of Graeae’s Northern operations in partnership with Liverpool Everyman (and other local partners including Shakespeare North Playhouse and Theatre Porto). They will be overseeing all collaborations at those venues, ensuring that multiple projects run in a cohesive and impactful way.

The Associate Director will be implementing Graeae’s national strategy as laid out in the company’s business plan alongside the Joint CEOs. They have specific responsibilities for the company’s artistic productions, as well as starting a new youth group in the north and running scratch nights*.* They are responsible for ensuring learning is carried through every department of partner organisations, helping create hubs where Deaf, disabled and neurodivergent people can expect a high standard of engagement.

*This is a co-funded post with Liverpool Everyman & Playhouse*

**Line Manger:** Graeae’s Artistic Director & Joint CEO

**Responsible for:** Associate Artist (East)

**Key Responsibilities**

**Artistic Development**

In liaison with the Joint CEOs, to take responsibility for all aspects of artistic leadership including:

1. Assisting the CEOs by delivering the artistic vision of the company according to the Business Plan
2. Working with the CEOs to ensure effective communication of Graeae’s artistic policy to staff, artists, the media and members of the public.
3. Working alongside the AD to develop new writing in the North West
4. Directing productions, as agreed with the AD

**Graeae North**

1. Being the primary creative contact for Graeae’s theatre partners in the North West of England, in particular Liverpool Everyman.
2. Contribute to artistic meetings and conversations with the Everyman artistic team
3. Being the primary contact for Deaf and disabled artists in the North West wishing to engage with Graeae
4. Develop and deliver creative training models for Senior Management teams, backstage, Box Office, FOH staff and other associate theatre staff in best practice around accessible and inclusive practice.
5. Supporting the delivery of Beyond, Write to Play, Crips With Chips and the Training and Learning programme in the North West.
6. Maintaining a close working relationship with the disabled community, including networking organisations.
7. Ensure monitoring and evaluation reports are completed comprehensively and to deadlines, particularly with reference to funding agreements.

**Artistic Ambassador**

1. 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 CEOs, prepare project budgets to deliver the artistic programme as set out in the business plan

**Training and Education**

1. Liaise with the CLD to ensure that the company’s artistic vision within training and learning activity is in line with the company’s strategic objectives as laid out in the business plan
2. In collaboration with the CEOs, work with the Training & Learning Team on the delivery of all aspects of the Training, Learning and Exploration programme in the North

**Other duties**

1. Collaborate with the Associate Artist (East) on smooth implementation of projects and efficient use of resources.
2. Carry out any other duties as and when required by the CEOs
3. Adhere to Graeae’s policies and practices particularly in respect of HR and performance management systems

**Person Specification**

**Essential**

1. Knowledge and experience of disability and the social and cultural barriers encountered by disabled and deaf people in the North West
2. Experience of working within a professional theatre setting with experience of directing productions on the indoor and outdoor circuits.
3. An understanding of and commitment to mainstreaming diversity and equality policies at an operational level.
4. Experience of leading a team as well as working individually
5. Excellent interpersonal skills including an ability to interact effectively with a wide range of individuals and organisations and a variety of settings
6. Experience of training and education provision specifically relating to arts and disability involving actors, writers and directors.
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 creating and maintaining effective administrative systems
11. Knowledge of generating income through trusts, foundations and other income raising streams
12. Experience of sound budgetary projection, management, financial systems and financial literacy.
13. Experience of effective reporting and evaluation for funders and internally
14. Knowledge of the importance of processes and systems of HR, employment law and performance management systems
15. Excellent IT skills across a range of software packages

**Desirable**

1. British Sign Language skills
2. Full clean driving licence and a willingness to drive company vehicles

****

**Associate Director (North)**

# Summary of main terms and conditions of service

*Contract*

This is a fixed term post of two years, with a commitment of 1,100 hours per year (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 £34,500 Full Time Equivalent (£18,975 part time) and is payable monthly. Applicants from outside of the City of Liverpool may apply for a travel allowance to support some travel costs within the North West. Travel to and from London and other regions will be paid upon receipts.

*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 each day. Graeae's opening hours are 8.30am – 6.30pm. Each working week will be agreed in advance, with approval from 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.

*Location*

Most work will take place at Liverpool Everyman, Graeae’s HQ in London and remotely (working from home). You will need to travel to London once a month at a mutually agreed time.

*Probation*

New employees are 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*

In the first year of employment, full time employees are entitled to 25 days paid holiday per annum plus public holidays (increasing in future years). This is pro rated for part time members of staff. Holiday entitlement may not be carried forward and there is no cash alternative except at termination of employment.

*Training*

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

*Other Benefits*

Graeae participates in the Cycle to Work scheme. Sick pay and parental leave are all over the required minimum, subject to qualifying service.