

GRAEae

THEATRE COMPANY

We create radical theatre, placing
access at the heart of our work.



Artist Development Administrator

Deadline: Monday 15 June 2026

Who we are

Graeae: A force for change in world-class theatre

Vision

To create world-class accessible theatre, breaking down barriers and challenging preconceptions by placing Deaf, Disabled and neurodivergent artists centre stage.

Mission

Graeae's mission is to ignite artistic curiosity, pioneer a radical dramatic language, champion accessibility and provide a platform and opportunities for new generations of Deaf, Disabled and neurodivergent artists, locally, nationally and internationally, through the creation of trail-blazing theatre.

Values

Graeae is a disabled-led human rights company, founded on the need to tackle social injustice, discrimination and exclusion. It is fuelled by the pursuit of inclusion, access and artistic excellence and champions Deaf, Disabled and neurodivergent people in the creative industry.

Our History

Graeae was founded in 1980 by Nabil Shaban and Richard Tomlinson. Their shared vision was to dispel images of defencelessness, together with prejudices and popular myths, around disabled people through theatre, workshops and training.

By May 1980, a company of disabled performers was established to perform the first ever Graeae play Sideshow.

Since then, Graeae has achieved an international reputation as a pioneer of accessibility in world-class theatre, with the original impetus of its founders still at its very core.



I don't care if it
damages future
prospects.

Artistically led by Jenny Sealey OBE, Graeae's signature characteristic is the compelling creative integration of sign language and audio description, which engages with both Disabled and non-disabled audiences. Championing accessibility and providing a platform for new generations of artists, Graeae leads the way in pioneering, trail-blazing theatre.

The original Disabled-led theatre company, Graeae remains firmly rooted at the forefront of its field in the UK, with the valuable patronage of many high profile artists, directors and actors, including Sir Peter Blake CBE, Dame Emma Thompson DBE and Jack Thorne FRSL.





Not only does Graeae produce outstanding theatre, but the company delivers extensive training programmes and opportunities for aspiring and established actors, directors and writers. Additionally, Graeae inspires and leads best practice - creating, supporting and advising on the development of accessible environments for all theatre lovers, everywhere.

Based at Bradbury Studios in Hackney, East London, it is no surprise that Graeae's home sets the benchmark for inclusive practice. The award-winning building, the first of its kind in the UK, has creative access at the core of its design.

We are often asked how Graeae is pronounced, we appreciate it may not be obvious, so we are happy to share the correct pronunciation: "grey-eye".

Graeae and Access

Graeae is committed to inclusive working practice for the artists and staff with whom we work, and an accessible theatrical experience for our audiences.

For each project and working situation, we provide bespoke access solutions e.g. arranging access at venues for productions and workshops, coordinating access support, or arranging adaptive technology to facilitate the creative process.

Graeae is committed to pioneering and evolving the 'aesthetics of access', continually exploring new ways to weave in layers of accessibility and communication (such as BSL interpretation and audio description). The 'aesthetics of access' is now a recognised signature characteristic across Graeae productions.

Access is a basic right and requirement, a continually evolving methodology that enhances the theatrical and professional landscape; accessibility enables theatre practitioners and audiences to create, engage with and enjoy our work.

Looking to the future

Graeae's 2026-28 national strategy opens up the cultural landscape for disabled artists, participants and audiences countrywide.

We have a battalion of allied arts venues and training partners working with us to dismantle the barriers faced by independent artists by building connections with theatres, arts organisations and training providers, establishing the next generation of arts leaders.

The strategy will deepen our engagement with our community by delivering a lush, intersectional, disabled-led tapestry of art and culture and bold, radical, creatively-stimulating theatre.



The collaboration with trusted partners nationally, particularly on projects such as The Wedding Fair (Derby Theatre) and 12 Letters to My Name (Sheffield Theatres) is focussed on delivering a cohesive pathway to culture for disabled people as artists, participants and audiences.

Disabled artists, throughout their journey, will have the opportunity to ignite, connect and hone their craft - in London (particularly in Hackney, Newham, Tower Hamlets and Waltham Forest) and across the UK.





The strategy comprises six strategic aims. These are:

Create world-class theatre: produce and tour high quality, high impact theatre that is unmistakably Graeae's, providing a platform for the skill and excellence of Disabled artists.

Find new audiences: ensure the work has a lasting impact across England, unleashing creativity in regions and communities, working with groups that have little access to art and culture and on a variety of platforms.

Champion accessibility: partnerships with national and international organisations creating, supporting and advising on accessible environments and practice.

Nurture talent: work with national partners to open up the arts for disabled artists at all experience levels. Create new environments for theatre-makers to thrive and build independence.

Promote excellent governance and leadership across the company, the theatre sector and other businesses. Open up routes to leadership roles.

Explore new creative horizons: by scrutinising our practice and exploring new processes and by representing a greater diversity of voices on stage.



Artist Development Administrator Job Description

Graeae's Artist Development programmes are focussed on providing mentoring, online career development workshops, bursaries and networking opportunities. The next 18 months is an exciting time for the team to build on the work of our Beyond programme and create more platforms and opportunities for Deaf, Disabled and neurodivergent artists to take their work and careers further.

[Find out more about our Beyond programme.](#)



Job Purpose

To support the Artist Development Manager in the delivery of Graeae's national artist development programme, working closely with artists, practitioners, and arts organisations.

Line Manager: Artist Development Manager (ADM)

Responsible for: None

Job Role

- Ensure effective, accurate and smooth administration of Graeae's artist development strands, including the Beyond programme
- Coordinate the financial administration of the programmes, ensuring projects stay within pre-agreed budgets
- Work alongside the ADM to engage with and uphold best practice approaches to inclusive delivery and accessible practices
- Support the ADM to set up artistic consultations with artists wishing to develop their careers through Beyond, Beyond Online or Beyond Develop
- Provide administrative support for activities and resources, for example diary management, travel arrangements and accommodation for artists and ADM
- Working alongside the ADM and Marketing Team to promote artist development projects

- Uphold databases in compliance with the Data Protection Act and GDPR
- Plan and organise meetings including note taking and circulating minutes
- Under guidance from the Access Manager arrange access support and materials for the department

General

- Travel across England to support artist development projects
- Promote diverse leadership in the arts and demonstrate an understanding of intersectionality
- Adhere to Graeae's policies and practices as set out in the Staff Handbook
- Develop productive working relationships with colleagues, artists, practitioners and mentors, both internal and external to Graeae
- Undertake training as appropriate
- Undertake other duties as directed

Artist Development Administrator Person Specification

Essential

- Identify as Deaf, Disabled or neurodivergent 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
- Passion for the development of talent in the arts
- Experience maintaining effective, accurate administrative systems including budgeting and databases
- Excellent communication skills, both verbal and written. (NB Graeae recognises that this can be achieved by various means, e.g. through a third party communicator)
- Ability to self-motivate, organise and prioritise workload
- Excellent IT skills across a range of PC based software packages including Microsoft Word, Outlook and Excel
- Experience in problem solving both creatively and pragmatically
- An understanding of the importance of confidentiality and basic understanding of GDPR policies
- Understanding of and commitment to equal opportunities, as outlined in the Equality Act 2010

- 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.
- An openness to travel within England.

Desirable

- Work based interest in digital platforms and social media
- Experience of creating accessible formats for written documents - this could be all or one of the following : Large Print, Easy Read, Dyslexia Friendly , BSL , Audio or Screen Reader Friendly versions.
- Interest in regional theatre
- British Sign Language skills

Summary of main terms and conditions of service

Contract

This is a **part time (21 hours per week)** fixed term contract of 18 months.

Salary

The salary offered is **£16,500 per annum pro rata (£27,500 FTE)** and is payable monthly.

Hours

This is a part-time post of **21 hours per week**, plus one hour for lunch. Graeae's opening hours are 8.30am – 6.30pm. Hours are flexible within that period, but must be agreed in advance with 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 - Hybrid

This post is open to anyone **within 2 hours of London and Nottingham by train**. If London based, a desk in our offices in London will be provided. As a minimum, **you will need to travel to base at least once a fortnight**.

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.

How to apply:

There are two ways to apply:

1. CV and Covering Letter

- Your CV should be a 2–4 page PDF.
- It should be relevant & tailored to the role.
- Please include at least 2 references.
- Your covering letter should contain a personal statement of no more than 800 words on why you are applying for this role.
- It should reference the job description and person specification.

2. Application form and personal statement

- Application form available on the Graeae website.
- Your personal statement should be no longer than 800 words.
- It should reference the job description and person specification.
- Accessible versions of all forms available on the Graeae website.

We will also ask you to complete an Equal Opportunities Monitoring Form.

Each application will need to come with a personal statement. You may submit this in written format, by video, sound file or in any other manner that is accessible to you.

Once complete, please send your application to jobs@graeae.org.

The closing date for receipt of applications is **10am, Monday 15 June 2026**. Short-listed candidates will be invited for interview on week commencing 13 July 2026.

Costs incurred in writing your application:

- We will cover access costs (including access worker, BSL interpreter, and formatting assistance) if agreed in advance. Please e-mail vicky@graeae.org.

If called to interview, we will cover travel costs into London if agreed in advance. Please e-mail susanne@graeae.org.

GRAEae

T H E A T R E C O M P A N Y

Tel: 0207 613 6900

**Email: info@graeae.org
graeae.org**

**Graeae Theatre Company, Bradbury Studios,
138 Kingsland Road London, E2 8DY**

**Artistic Director/Joint CEO: Jenny Sealey OBE
Executive Director/Joint CEO: Kevin Walsh**

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