



INFORMATION FOR APPLICANTS: POST OF LITERARY MANAGER FULL-TIME, FIXED TERM CONTRACT (1 YEAR)

February 2020

Dear Applicant

Please find attached an application pack for the position of Literary Manager at Sherman Theatre. Many thanks for your interest in this role.

This is a new role within the artistic team at the Sherman Theatre, working closely with the Artistic Director to support and nurture writers from grassroots level right the way through to every stage of their career, supporting the development of commissioned and produced plays as well as ensuring that the voices of writers from all backgrounds are represented within the Sherman Theatre programme. The role is part of a pilot programme, supported by Arts Council Wales and is initially offered as a fixed term, one year contract.

Sherman Theatre is now recognised as one of the UK's leading producing theatres. Based in the heart of Cardiff, Sherman Theatre is a leading producing house with a particular focus on the development and production of new work. Sherman Theatre makes and curates theatre for audiences in Wales, across the UK and internationally and develops the work of Welsh and Wales based artists. We generate opportunities for the citizens of Cardiff to connect with theatre through inspiring and visionary engagement.

Over recent years we have gone from strength to strength with national awards recognition, critical acclaim for our work and increasing audiences. In 2020 our world premiere productions of *Woof* by Elgan Rhys, *The Taming of the Shrew* by Jo Clifford and *Lose Yourself* by Katherine Chandler were all hits with audiences and critics. Our major production of *Hedda Gabler* in Autumn 2020 was selected by The Stage as one of the top 5 revivals of the year across the UK. The start of 2020 marks an exciting moment for the company as we embark on the first year of programming by our new Artistic Director Joe Murphy. Over the course of this year we will tell local stories with global resonance through Sherman Theatre productions of seven plays written by Welsh or Wales based writers: Brad Birch, Katherine Chandler, Tracy Harris, Daf James, Gary Owen and Lisa Parry.

In addition to the work on our stages, we are launching a range of initiatives to enable Sherman Theatre to build a dynamic and resilient Welsh theatre sector with a focus on writers including a scheme to develop unheard voices.

Our engagement with our communities through our ground-breaking Sherman 5 programme, and our sector-leading Creative Engagement work is at the core of the work undertaken at the Sherman with significant support for this work coming from the Paul Hamlyn Foundation and Esmée Fairbairn Foundation.



To apply for the post, please download the application form, cover sheet and equal opportunities monitoring form from our website: www.shermantheatre.co.uk/jobs and send them to us at recruitment@shermantheatre.co.uk. Please note that, in line with our environmental policy, we are only handling applications electronically. The closing date is **noon on 19 March 2020**. We'll confirm receipt of your application by email.

We hope to hold interviews on **Friday 27 March**. Please let us know, on the application cover sheet, whether you would be available for interview on that date so that we can be aware, in plenty of time, if we may need to make alternative arrangements for any short-listed candidates.

If you need more information before you apply, please contact us at recruitment@shermantheatre.co.uk

Thank you for your time in respect of this application – and we really do look forward to hearing from you, and exploring how your skills, experiences and passion will make a real difference to our work.

Good luck with your application

Yours faithfully

Julia Barry
Executive Director
Sherman Theatre

JOB DESCRIPTION: LITERARY MANAGER

Sherman Theatre wishes to appoint an experienced and dedicated Literary Manager on a full-time, fixed term contract for one year, to support and nurture writers from grassroots level right the way through to every stage of their career, supporting the development of commissioned and produced plays as well as ensuring that the voices of writers from all backgrounds are represented within the Sherman Theatre programme.

| | |
|--------------------------|--|
| Rate of Pay: | £25,000 per annum. |
| Term: | The post is offered as a fixed term position for one year subject to completion of a 4 month probationary period. |
| Hours: | 39 hours per week. |
| Holidays: | 20 days per year, plus the 8 recognised bank/public holidays, with days accruing for length of service up to a maximum of 25 days plus bank/public holidays. |
| Period of Notice: | 1 month with additional weeks accruing for length of service (The notice period during the probationary period is 1 week.) |
| Pension: | Sherman Theatre operates a qualifying workplace pension scheme. |
| Right to work: | The successful applicant will be required to provide documentation under the Immigration, Asylum and Nationality Act 2006. |
| References: | Offers of employment are subject to the receipt of references that are satisfactory to Sherman Theatre. |
| Start date: | The post is available immediately. |

JOB DESCRIPTION: LITERARY MANAGER

Main purpose of role:

Sherman Theatre wishes to appoint an experienced and dedicated Literary Manager on a full-time, fixed term contract for one year as part of a new pilot programme supported by Arts Council Wales. This is a new role within the artistic team at the Sherman Theatre, working closely with the Artistic Director to support and nurture writers from grassroots level right the way through to every stage of their career, supporting the development of commissioned and produced plays as well as ensuring that the voices of writers from all backgrounds are represented within the Sherman Theatre programme.

Reports to:

Artistic Director

Responsible for:

Literary Associate (part-time)

Key relationships:

Executive Director, Head of Marketing & Communications, Creative Engagement Manager, Sherman 5 Coordinator, Sherman 5 Facilitator

RESPONSIBILITIES AND DUTIES:

1 Writers and Commissions:

- Establishing and nurturing relationships with writers at all stages of their careers
- Establishing and delivering a variety of activities for writers of all ages and at all stages of their careers including, but not limited to: dedicated writers groups, open access workshops, online resources, open access activities for grassroots level writers from a variety of backgrounds, commissioning.
- Attending workshops and readings of plays by writers associated / engaged with Sherman Theatre.
- Providing dramaturgical support and feedback to writers on drafts / extracts of work.
- Working with the Artistic Director to identify and nurture playwrights suitable for commissioning.
- Supporting commissioned writers through all stages of the process from commissioning to production, if their play is programmed; and to sensitive rejection if not.
- Liaising with the Executive Director who is responsible for drafting and issuing commission agreements for writers.
- Working closely with colleagues to support writers who engage with Sherman Theatre, reading scripts and providing dramaturgical support to these writers when appropriate.

2 Writer Development and Writers Groups:

- Delivery of workshops, mentoring and feedback sessions for writers.
- Providing feedback to writers from workshops and readings and supporting writers in the development process for their plays.
- Cultivating relationships with writers at the early stage of their careers and working with the Artistic Director to offer invitations to participate in writers groups and other appropriate development opportunities.

- Overseeing the recruitment of writers across all groups, in consultation with the Artistic Director, Literary Associate and other appropriate colleagues, always ensuring representation from a wide range of communities and backgrounds.

3 **Advocacy:**

- Advocating externally for new writing generally and for Sherman Theatre in particular.
- Attending performances, readings and sharings of new plays in Wales and across the UK, extending and developing a thorough knowledge and understanding of the new writing landscape in Wales.
- Establishing and maintaining excellent inter-departmental relationships to ensure effective company-wide communication of the work of the Literary team.

4 **Management:**

- Working with the Artistic Director and Executive Director to oversee the strategy for literary and dramaturgical support for writers at every stage of their careers.
- Line managing the Literary Associate.
- Overseeing the systematic response to commissions, submissions and scripts from the ongoing writers groups.

5 **Monitoring and Evaluation:**

- Create and implement methods of monitoring and evaluation appropriate to each area of the project.
- Gather numerical analysis of each of the initiatives within the programme of work.
- Develop questionnaires and feedback forms to capture qualitative responses to the work.
- With the Artistic Director, evaluate the artistic quality of submissions.
- Track individual writers as they progress through Sherman Theatre's Creative Pathway for writers, and importantly, evaluate their progression through the sector to monitor the legacy of the project.

6 **Representation:**

- Represent the company at events both within Sherman Theatre and externally, and attend all Opening and Press nights for Sherman Theatre productions.

PERSON SPECIFICATION: LITERARY MANAGER

ESSENTIAL

Experience

- *Demonstrable professional experience of working with writers for theatre.*
- *Demonstrable experience of supporting writers and other artists in the production and development of their work to a high standard.*
- *Experience of managing projects*

Knowledge and Skills

- *An expert understanding of playwriting, including good working knowledge of contemporary, classical and international work.*
- *Excellent dramaturgical rigour.*
- *The ability to think strategically, seek out opportunities and make connections.*
- *Ability to interact with people in formal and informal settings and to communicate enthusiasm for the work.*
- *Good listening, influencing and verbal communication skills, and the ability to write clearly and simply.*
- *Competency in a range of office software applications.*
- *Strong organisational skills with high standards of accuracy and attention to detail.*
- *Strong personal management skills: the ability to plan and prioritise work, deal effectively with pressure, manage competing demands and retain a positive and optimistic approach.*

Personal Attributes

- *Proven networks within the new writing community.*
- *Confidence, ambition and an interest in championing playwriting.*
- *Ability to communicate effectively and sensitively with established and emerging artists and theatre professionals and to inspire them.*
- *Highly motivated, proactive in developing own ideas and delivering high quality work and committed to best practice and continuing professional development.*
- *A “completer-finisher”, who takes pride in a job well done and in getting the most out of the people for whom they are responsible.*
- *An understanding of, and commitment to, diversity and inclusion.*

HIGHLY DESIRABLE

- *The ability to speak, read and write Welsh.*

DESIRABLE

- *Experience of working within a producing theatre environment.*
- *Full driving license.*