



INFORMATION FOR APPLICANTS: POST OF LITERARY ASSOCIATE - WELSH LANGUAGE

PART-TIME, FIXED TERM CONTRACT (1 YEAR)

February 2020

Dear Applicant

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

This a new role within the artistic team at the Sherman Theatre, working closely with the Literary Manager and 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 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 2 April 2020**. We'll confirm receipt of your application by email.

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 ASSOCIATE (WELSH LANGUAGE)

Sherman Theatre wishes to appoint a talented and enthusiastic Literary Associate on a part-time, fixed term contract for one year as part of a new pilot programme supported by Arts Council Wales. The programme, and therefore the role is intended 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:	£18,000 per annum, pro-rata
Term:	The post is offered as a fixed term position for one year subject to completion of a 4 month probationary period.
Hours:	19.5 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: WELSH LANGUAGE LITERARY ASSOCIATE

(Part-Time, Fixed-term)

Main purpose of role:

Sherman Theatre wishes to appoint a talented and enthusiastic Literary Associate on a part-time, fixed term contract for one year as part of a new pilot programme supported by Arts Council Wales. This new, designated Welsh Language, role within the artistic team at the Sherman Theatre, will work closely with the Literary Manager and 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:

Literary Manager

Key relationships:

Artistic Director, 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.
- Supporting the delivery of 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.
- Where appropriate, attending workshops and readings of plays by writers associated / engaged with Sherman Theatre.
- Working closely with colleagues to support writers who engage with Sherman Theatre, reading scripts and providing dramaturgical support to these writers when appropriate.
- Keeping track of scripts that are sent directly to the Artistic Director / Literary Manager and which require a response.
- Reading and offering thoughts to the Literary Manager about drafts of plays.

2 Writer Development and Writers Groups:

- Supporting the delivery of workshops, mentoring and feedback sessions for writers.
- Administrating the writers groups and workshops including communication with members of the group, facilitating appropriate spaces and equipment.
- Supporting the practitioners who run workshops with the writers groups.
- Managing the reading of plays that are the result of writers groups.

3 Advocacy:

- Advocating externally for new writing generally and for the Sherman in particular.
- Attending performances and readings of new plays in Wales, 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 Widening Engagement:

- Maintaining a close relationship with the Creative Engagement Manager and the Sherman 5 team to deliver open access activities to a wide range of communities.

- Supporting recruitment to open access workshops and initiatives.
- Being the first point of contact in the Literary team for key stakeholders within the community and engagement and outreach work.

5 **Monitoring and Evaluation:**

- 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.
- Ensure the distribution and completion of questionnaires and feedback forms to capture qualitative responses to the work.
- Track individual writers as they progress through the 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 ASSOCIATE

ESSENTIAL

Experience

- *A demonstrable interest in new writing and the development of new work for live performance.*
- *Experience of supporting writers and artists in the development of their work.*
- *Experience of managing projects*

Knowledge and Skills

- *The ability to speak, read and write to a high standard in the Welsh Language.*
- *A good knowledge of contemporary theatre in Wales and the UK.*
- *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.*
- *High level of competency in a range of office software applications.*
- *Strong organisational skills with high standards of accuracy and attention to detail.*
- *Proactive problem-solving capabilities.*
- *Ability to respond quickly and reliably to internal and external enquiries.*

Personal Attributes

- *Confidence, ambition and an interest in championing playwriting.*
- *Ability to communicate effectively and sensitively with established and emerging artists and theatre professionals.*
- *Highly motivated, proactive in developing own ideas and delivering high quality work and committed to best practice and continuing professional development.*
- *An understanding of, and commitment to, diversity and inclusion.*
- *A friendly and approachable manner with a genuine understanding of and support for the work of Sherman Theatre.*

DESIRABLE

- *Demonstrable experience of literary work within a theatre context.*
- *Experience of working within a producing theatre environment.*
- *Full driving license.*