



## Kiln Theatre

# ASSISTANT TO THE ARTISTIC DIRECTOR & EXECUTIVE DIRECTOR

## Application Pack

**Kiln Theatre** sits in the heart of Kilburn in Brent, a unique and culturally diverse area of London where over 140 languages are spoken. We are a newly refurbished, welcoming and proudly local venue, with an internationally acclaimed programme of world and UK premieres. Our work presents the world through a variety of lenses, amplifying unheard / ignored voices into the mainstream, exploring and examining the threads of human connection that cross race, culture and identity.

We believe that theatre is for all and want everyone to feel welcome and entitled to call the Kiln their own. We are committed to nurturing the talent of young people and providing a platform for their voices to be heard.

Today, with Artistic Director **Indhu Rubasingham** and Executive Director **Daisy Heath**, Kiln Theatre continues its reputation of world-class British and international work, reflecting the exceptional diversity of its local community.

***'This place was a special cocoon. Now she has blossomed into a beautiful butterfly.'***

Sharon D Clarke, actor most recently at Kiln Theatre in *Blues in the Night*

Kiln Theatre has a 292 seat theatre alongside a 300 seat cinema, a beautiful bar and café, plus three rehearsal spaces which are used for our productions, workshops and Creative Engagement projects.

**We want everyone to experience the power of theatre.**

Our 2021 reopening season included the critically acclaimed production of Amy Trigg's *Reasons You Should(n't) Love Me* and the five-star major revival of Ayad Akhtar's *The Invisible Hand*.

***'There's something different about this theatre. There's a feeling of inclusion'***

Audience Member, 2019

## OUR VISION

To uncover our shared humanity, illuminating our connection through stories, and deepening our capacity to empathise with the other

## OUR MISSION

To make theatre for all by making space for unheard/ignored voices

Kiln Theatre encourages artists of all ages and backgrounds. Our ambitious Creative Engagement programme aims to champion the imagination, aspiration and potential of the Brent community young and old. We invest in creating meaningful relationships with young people to inspire and encourage their creativity, their confidence and self-esteem. We work with older people to create a thriving community around our theatre.



## **KILN THEATRE**

Kiln Theatre presents around six productions per year, many of these are commissioned and written specifically for this theatre or are programmed in collaboration with national or international companies.

## **KILN CINEMA**

Our 300 seat cinema shows the best art-house and mainstream films alongside festivals and special Q&A screenings.

## **OUR VALUES**

Kiln Theatre is **Inclusive**  
Kiln Theatre is **Authentic**  
Kiln Theatre is **Heartfelt**  
Kiln Theatre is **Fearless**

Our values shape the way we work. They are key to unlocking our ability to ensure our work is accessible and relevant, that we make brave, bold choices, and that we maintain our integrity and empathy. They underpin the way we build and maintain our relationships with the artists, communities and audiences we make work with and for.

## **FUNDING**

Our annual turnover is approximately £3.5 million. Kiln Theatre receives funding from the Arts Council England as a National Portfolio Organisation. Other income comes from box office ticket sales and other revenue streams, with a final sum generated through fundraising.

## THE ROLE

|                    |   |
|--------------------|---|
| <b>Title:</b>      | Assistant to the Artistic Director & Executive Director |
| <b>Location:</b>   | Kiln Theatre, 269 Kilburn High Road, London NW6 7JR     |
| <b>Reports to:</b> | Artistic Director & Executive Director                  |
| <b>Contract:</b>   | Full time - permanent                                   |

### Purpose

The Assistant to the Artistic Director and Executive Director is an exciting role which sits right at the heart of Kiln Theatre and provides excellent support to Kiln Theatre's executive team across a broad remit of tasks and responsibilities, including diary management, internal communications and co-ordination of press nights. The successful candidate will be passionate about theatre, ideally will come from a similar administrative role and be keen to join Kiln Theatre at this exciting time.

### Key Responsibilities and Duties

#### Assisting:

- Manage the Artistic Director's diary
- Manage the Executive Director's diary
- Support the AD as required, including screening all requests for the AD's time via email, telephone and letter
- Support the ED as required, including preparation of correspondence
- Liaise with Board and other stakeholders as required
- Carry out research and present the findings, including researching programming ideas and theatre artists
- Produce documents, briefing papers, reports, minutes and presentations
- Organise external meetings as required
- Collate and process expenses
- Code and process AD's credit card statements, including tracking and collating all receipts
- Arrange travel for AD and ED when required, including transport, visa and accommodation and creating/co-ordinating itineraries
- Support the wider Artistic team where necessary, e.g. coordinating and minuting meetings, reading scripts, attending sharings

#### Administration:

- Co-ordinate all press nights, including managing invitation and RSVP lists, liaising with various departments as required, and ensuring the evening runs smoothly.
- Manage the Kiln info@ and rsvp@ emails, responding where appropriate and forwarding to the relevant person within the organisation
- Answer the main telephone line and deal with all calls professionally and connect to the relevant person in the company
- Manage Zoom meetings for internal and external groups on the main company account
- Co-ordinate data gathering process for the Arts Council Annual Survey
- Organise flowers, gifts and cards as necessary including press night gifts
- Work on special events as required

- Co-ordinate workshop arrangements for AD, Associate Directors and New Work Associate when required.
- Arrange house seat requests with the General Manager and Box Office
- Take minutes for fortnightly Comms & Planning meetings and distributing minutes to all relevant staff
- Arrange and coordinate internal meetings, including minute-taking and booking meeting space when needed.
- Maintain and manage ED and AD's filing and archiving systems.
- Liaise with the Operations team on any IT and telephone issues/requirements.
- Support the Operations Administrator with recruitment processes as required

**General:**

- Enhance internal communications and welfare processes at Kiln Theatre with clear and open approach, including working with and supporting assistants and administrators in other departments.
- Promote, maintain and work to deliver the mission and values of Kiln Theatre.
- Be an active and supportive member of Kiln Theatre's staff team.
- Comply with all statutory requirements, particularly in respect of the Equalities Act 2010, Health & Safety regulations and Kiln Theatre's Safeguarding Policy
- Support and attend work of Kiln Theatre, including dress rehearsals, creative engagement performances and other events
- Communicate clearly and constructively with other departments and contribute to the effective scheduling of Kiln Theatre's activities
- Attend weekly staff meetings, including Comms & Planning, and keep up-to-date regarding shows and events at Kiln Theatre and Kiln Cinema.
- Carry out other duties as required commensurate with the overall purpose of the post

**Person Specification**

- Enthusiasm for/interest in theatre and the work of Kiln Theatre
- A minimum of two years' administrative and ideally assisting experience
- Experience of working in a busy office environment
- Excellent organisation skills with the ability to manage and prioritise tasks in situations of conflicting and ever-changing demands
- Strong communicator, with a positive and approachable manner when dealing with a wide range of staff and artists at all levels
- Flexible, collaborative and adaptable approach
- Calm under pressure
- Excellent attention to detail
- IT proficient with a strong working knowledge of Microsoft Office
- Ability to respect confidentiality with diplomacy and sensitivity
- Excellent time-keeping
- A positive attitude with a high-level of self-motivation and ability to work on own initiative
- A deep commitment to diversity and inclusion

*This job description is a guide to the nature of the work required of the Assistant to the Artistic Director & Executive Director and does not form part of the contract of employment.*

## TERMS AND CONDITIONS

|                             |   |
|-----------------------------|---|
| <b>Hours:</b>               | Full-time permanent<br>Office hours are 10am to 6pm although regular evening work is required e.g press nights  |
| <b>Salary:</b>              | £24,000 p.a,  |
| <b>Annual Leave:</b>        | 20 days per year plus standard bank holidays increasing to 25 days per year after 2 years' continuous employment  |
| <b>Probationary period:</b> | Three months  |
| <b>Pension:</b>             | The Kiln operates a contributory pension scheme for all permanent employees. The Kiln's contribution is capped at 3% of basic salary although the employee may contribute more. |
| <b>Other Benefits:</b>      | Complimentary tickets for preview performances, subject to availability. £2 cinema tickets for all standard screenings. Staff discount at Kiln Café and Bar                     |

## EQUAL OPPORTUNITIES

Kiln Theatre is an Equal Opportunities employer and we strive to create an inclusive environment that reflects and celebrates our local community. We particularly encourage applications from Black, Asian and ethnically diverse people and D/deaf & disabled candidates as these groups are currently underrepresented in our staff team.

## HOW TO APPLY

Application forms can be downloaded at <https://kilntheatre.com/our-story/jobs/>

Once the **Application Form** and **Equal Opportunities Monitoring Form** are completed please return, by the closing date, to:

**Email:** [Recruitment@KilnTheatre.com](mailto:Recruitment@KilnTheatre.com) using the heading 'Assistant to the Artistic Director & Executive Director'  
**By Post:** Recruitment, Kiln Theatre, 269 Kilburn High Road, London NW6 7JR

**Closing Date:** Tuesday, 21 September 2021, 9AM  
**First Round Interviews:** Monday, 27 September 2021  
**Second Round Interviews:** Friday, 1 October 2021

## **WHAT HAPPENS NEXT?**

We will invite some applicants for an interview, arrangements will be in compliance with latest government guidance on COVID-19. Please be aware that unfortunately we are unable to provide application feedback at this stage of the process. Standard class travel expenses will be reimbursed for candidates travelling to an interview from outside London, up to a maximum of £50. These should be agreed in advance. Please bring receipts for travel expenditure.