



Kiln Theatre

ASSISTANT TO THE ARTISTIC DIRECTOR & EXECUTIVE DIRECTOR

Application Pack

Kiln Theatre views the world through a variety of lenses, bringing unheard voices into the mainstream. We present high-quality and innovative work, which provokes debate and emotionally engages. Located in Brent, the most culturally diverse borough in London, we are a local venue with an international vision.

Converted from a music and dance hall, the Tricycle Theatre opened in 1980 as the permanent home of the Wakefield Tricycle Company. In September 2018 we completed a much-needed renovation that future-proofs the building for the next generation of theatregoers and theatre makers. The transformed Tricycle was renamed Kiln Theatre, locating it ever more closely with Kilburn and building on the company's artistic legacy through an exciting programme of new work.

Today, with Artistic Director **Indhu Rubasingham** and Executive Director **Daisy Heath** (who joined in January 2019 following seven years as Lead Producer at the Young Vic), Kiln Theatre continues its reputation of world-class British and international work, reflecting the exceptional diversity of its local community.

'The new theatre's a hit' The Telegraph

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 VISION – *Uncover Our Shared Humanity*

Based in Kilburn, we create internationally renowned, high-quality, engaging and innovative work which presents the world through a variety of different lenses, amplifying unheard voices into the mainstream.

OUR PROPOSITION – *Communicate Universal Truths*

Our building is in an area where today 84% of young people have English as their second language. We make theatre that crosses continents and tells big stories about human connections across cultures, race and languages. The bolder our vision and its delivery, the bigger the impact this programming can have on the cultural landscape.

OUR MISSION – *Make Theatre for Everyone*

Our doors are open for all. We produce world-class theatre that provokes, entertains and appeals to our exceptionally diverse society in Brent and beyond. We encourage artists of all

ages and backgrounds. Our ambition 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 you 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.

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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.

Recent productions include *Handbagged* by Moira Buffini, which won an Oliver and transferred to London's West End, *Red Velvet* by Lolita Chakrabarti (Critics' Circle Award, Evening Standard Award), which transferred to St Ann's Warehouse and the West End, *The Great Wave* by Francis Turnly, in a co-production with the National Theatre, *White Teeth*, Zadie Smith's Kilburn epic in a musical adaptation for the stage by Stephen Sharkey and Paul Englishby, and Florian Zeller's *The Son* "A devastating visceral impact" Telegraph, Feb 2019, which transfers to the Duke of York's Theatre in Autumn 2019.

KILN CINEMA

Our 300-seat cinema shows the best art-house and mainstream films alongside festivals and special Q&A screenings. Recent partners have included: NT Live; Globe on Screen; BFI London Film Festival; Images of Black Women Film Festival; DocHouse; Kilburn Film Festival.

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

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

Purpose

The Assistant to the Artistic Director and Executive Director is a new joint role, which will provide 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:

- Managing the Artistic Director's diary
- Managing the Executive Director's diary
- Supporting the AD as required, including screening all requests for the AD's time via email, telephone and letter
- Supporting the ED as required, including preparation of correspondence and contract drafting
- Liaising with Board and other stakeholders as required
- Carrying out research and presenting the findings, including researching programming ideas and theatre artists
- Producing documents, briefing papers, reports, minutes and presentations
- Organising external meetings as required
- Collate and process expenses
- Code and process AD's credit card statements, including tracking and collating all receipts
- Arranging travel for AD and ED when required, including transport, visa and accommodation and creating/co-ordinating itineraries

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
- 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 Works Associate when required.
- Arrange house seat requests with the General Manager and Box Office
- Deal with all incoming and outgoing post ensuring that letters reach their intended recipients in the building
- 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.

General:

- Enhance internal communications at Kiln Theatre with clear and open approach, including working with and supporting assistants and administrators in other departments.
- Support General Manager's work on productions as required.
- Work in support of the artistic policy of the Kiln Theatre.
- Adhere to, and actively contribute to all Kiln Theatre policies including Equalities (diversity, access and equal opportunities), Environmental and Health and Safety.
- Play active role in Kiln Theatre's Green Team.
- Work on Kiln Theatre's archive policy as required.
- Always act in the best interests of the Kiln Theatre.
- Represent the Kiln Theatre with discretion, tact, diplomacy and courtesy at all times.
- Any other duties as may reasonably be required.

Person Specification

- A minimum of two years' administrative and ideally assisting experience
- Experience of working in a busy office environment
- Excellent administrative and organisation skills
- 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
- High-level of computer literacy and experience of the Microsoft Office package and email systems
- Experience of minute taking and accurate recording of meetings
- Experience of proof-reading and editing documents swiftly and accurately
- Diary management and appointment booking using computer systems
- Ability to respect confidentiality with diplomacy and sensitivity
- Excellent time-management with a proven ability to prioritise and manage a busy workload

- A positive attitude with a high-level of self-motivation and ability to work on own initiative
- A commitment to diversity and inclusion
- A passion for theatre and the arts

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

Hours:	40 hours per week. Office hours are 10am to 6pm although regular evening work is required e.g press nights
Salary:	£23,000-£24,000 p.a, depending on experience
Annual Leave:	20 days per year plus standard bank holidays increasing to 25 days per year after 2 years' continuous employment
Probationary period:	Three months
Pension:	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.
Other Benefits:	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 committed to equality of opportunity and access for all and welcomes and encourages applications from everyone, irrespective of their age, gender, class, marital status, nationality, ethnic origin, disability, religious belief or sexual orientation.

Application Procedures:

Please note that only applications submitted on the Kiln's standard Application Form will be considered. We do not accept CVs.

Application Forms can be downloaded here: <https://s3-eu-west-1.amazonaws.com/kiln-assets/wp-content/uploads/2018/04/09142010/Asst-to-the-Ad-ED-Application-Form.doc>

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

Email:	recruitment@kilntheatre.com
By post:	James Foran, Operations Manager, Kiln Theatre, 269 Kilburn High Road, London, NW6 7JR



Closing date for applications:

9am Tuesday 27 August 2019

First round interviews:

Monday 2 and/or Tuesday 3 September 2019

The Kiln welcomes and encourages applications from everyone regardless of their age, sex, race, religion or belief, sexual orientation, gender identity, ethnicity, disability or nationality.

What happens next?

We will invite applicants for an interview at Kiln Theatre in Kilburn. Due to the anticipated volume of applications we will only be able to contact you if we can offer you an interview. 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. This should be agreed in advance. A receipt will be required for any travel expenditure that is to be reimbursed.