

Dear Applicant,

Assistant Director, *Our Country's Good*

Please find enclosed an information pack for the role of **Assistant Director** for Tobacco Factory Theatres's 2019 production of *Our Country's Good*, directed by Anna Girvan.

Further information about Tobacco Factory Theatres can be found on our website tobaccofactorytheatres.com

Please also remember to complete the Equalities Monitoring Form and return it with your application.

We hope that this pack will help with any questions you might have about the role and the application process. However, if you have any further queries please contact the Theatre Administrator on theatre@tobaccofactorytheatres.com

Applications submitted by: **10am Mon 21 January 2019**. We regret that applications received after this time cannot be considered.

Interviews: **Thu 24 January 2019 (in person or by Skype)**

Expected start date: **Start of research – Mon 04 February 2019**
Rehearsals start – Tue 05 March 2019

Application method: CV and covering letter (maximum 2 sides of A4 each) detailing:

- Why you are interested in working with **Anna Girvan** on this production of ***Our Country's Good*** at Tobacco Factory Theatres.
- Your relevant experience and what you can bring to the role
- How this assisting opportunity will contribute to your professional development

Please send to recruitment@tobaccofactorytheatres.com

In the subject bar please write '**Assistant Director OUR COUNTRY'S GOOD**'.

We look forward to receiving your application and thank you for your interest in Tobacco Factory Theatres.

"The future of theatre lies in places like this."
Jonathan Miller

—
Patron Mrs Mary Prior CVO MBE
Trustees Sarah Smith (Chair), Andrew Allan-Jones, Bertel Martin
Kate McGrath, Mark Panay, John Retallack, Chris Sims, Anna Southall, Martin Wright
Company no. 04536120 / Charity no. 1097542



Supported using public funding by
**ARTS COUNCIL
ENGLAND**

JOB DESCRIPTION

Tobacco Factory Theatres is seeking an Assistant Director to support **Anna Girvan** direct her production of **Our Country's Good** in our Factory Company Season 2019. The production will be rehearsed in Bristol and performed in our Factory Theatre, in the round.

The Assistant Director will need to be available for:

Research from Mon 04 February 2019

Rehearsals from Tue 05 March 2019 – Tue 09 April 2019

Technical from Wed 10 April 2019 to Tue 16 April 2019

First preview on Wed 17 April 2019

Press Night at Tobacco Factory Theatres on Tue 23 April 2019

Directors' Lab and Post Show Talk on Fri 26 April 2019

End of run at Tobacco Factory Theatres on Sat 11 May 2019

As Assistant Director, duties would include:

- Performing research tasks prior to rehearsals, including reading texts around the subject of the play and producing a small research pack on themes and issues within the play.
- Helping with finding experts to come into the rehearsal room to speak to actors on themes in the play.
- During rehearsals, collating research and noting down discoveries in the text.
- Attending production and other meetings, including preparation meetings (if available).
- Running lines with actors, running warm ups, communicating with stage management and the Senior Producer and Production Manager at Tobacco Factory Theatres about scheduling, keeping a note of progress in rehearsals.
- Being a supportive, sensitive and compassionate individual in the rehearsal room who is easy to approach, has great time management and a good sense of fun.
- Assisting the company in documenting the rehearsal process for the purposes of marketing, archiving and evaluating the project through blogs, social media and other forms, as agreed.
- Observing and assisting the Director in the production weeks as required.
- Making notes during previews to share with the Director. Once the show has opened, checking up on the show and noting where necessary.
- Attending and participating in post-show discussions by mutual agreement with the Senior Producer.
- Supporting the company whilst the play is in performance as agreed with the Director and Stage Manager, including attending and noting the production.
- Any further duties as required by the Director.

FEE

The fee consists of **£2,000 (inclusive of VAT)**, which covers the Assistant Director's time worked on the project.

"The future of theatre lies in places like this."

Jonathan Miller

Patron Mrs Mary Prior CVO MBE

Trustees Sarah Smith (Chair), Andrew Allan-Jones, Bertel Martin
Kate McGrath, Mark Panay, John Retallack, Chris Sims, Anna Southall, Martin Wright

Company no. 04536120 / Charity no. 1097542



Supported using public funding by
**ARTS COUNCIL
ENGLAND**