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## Job Description

### CREATIVE ASSOCIATE

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<b>Responsible to:</b>	Artistic Director and Executive Director
<b>Responsible for:</b>	n/a
<b>Salary:</b>	£30,000 per annum, pro rata (£24,000)
<b>Contract:</b>	18 month fixed term contract
<b>Benefits include:</b>	Contributory Pension Scheme; Season Ticket Loan Scheme; training and development opportunities
<b>Hours:</b>	10am to 6pm weekdays, four days a week. Evening work and occasional weekend work will be required. No TOIL or overtime will be offered
<b>Holiday:</b>	25 days per annum pro rata, rising by one day for each full financial year worked to a maximum of 30
<b>Probation Period:</b>	3 months
<b>Notice Period:</b>	2 weeks during probationary period, 3 months thereafter

The Young Vic is looking for a creative individual to work closely with Kwame Kwei-Armah to generate and debate artistic ideas. Someone with something to say about the world today and the place of the arts and artists within it.

A new post, the Creative Associate will curate and deliver small-scale creative events and work collaboratively with colleagues and departments within the theatre. They will support the Young Vic's literary approach by providing dramaturgical support and generating new work and relationships from around the world.

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### CREATIVE ASSOCIATE

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#### Key Objectives:

- To develop and deliver special projects identified with or by the Artistic Director.
- To work closely with the Artistic Director to generate and debate artistic ideas.
- To enhance the Young Vic's literary approach supporting the Artistic Director in new writer and new work development through the nurturing of ideas from sources around the world.
- To produce small scale creative and socio-political events in such a way that the artists, our production team, the permanent staff, the budget, the schedule and the audience are all seamlessly and productively inter-connected. This will include collaborating with our producing team and embedding events within the wider organisation's processes and master schedule.
- To think analytically and speak persuasively about the purpose of the arts today
- To be an active member of the Artistic team, working closely with the Associate Artistic Director, the Genesis Fellow and Producers, feeding into and enhancing the creative approach of the organisation.
- To represent the Young Vic within the creative industries and theatre sector.

#### Main Responsibilities:

##### New Work

- To enhance the Young Vic's literary approach by supporting the Artistic Director in new writer and new work development through the nurturing of ideas from sources around the world.
- With the producing team, develop new works for production.
- With the Artistic Director, advance the Young Vic's mission to expand the list of works considered to be part of the theatrical canon.
- Develop relationships with writers and other creatives, in conjunction with Producers where appropriate.
- Support the producing team to generate agreements for commissions, assignment, options and translations, and communication with writer agents, as required.
- Identify and develop emerging writing talent reflective of contemporary Britain.
- Liaise with new writing agencies (UK-based and internationally) to communicate the Young Vic's interests and to identify writers and scripts for the Young Vic – in accordance with the artistic strategy.
- Support the dramaturgical development of commissioned work and other work in development.
- Deliver R&D events for works in development.

# Young Vic

- Foster new partnerships with creative organisations as needed.
- Manage the processing of solicited and unsolicited scripts received by the Young Vic.
- Regularly attend new plays, workshops, readings and showings, and act as an ambassador for the Young Vic, its approach and its work.

## **Events & Projects**

- Develop and deliver a programme of open access events aimed at providing a deeper engagement for audiences and artists around political, social and artistic discourse.
- Support and amplify relationships the Taking Part department and the Directors Program have within the sector and beyond, working closely with colleagues in both departments.
- Connect with political discourse at a grass roots and governmental level.
- To work closely with the Young Vic's producing and production teams in planning, scheduling and delivering special events.
- To ensure strong, clear and consistent communication with all artists involved with projects.
- To work with the Artistic Director and Executive Director to develop budgets and monitor/ manage project costs ensuring all events are delivered on time and within budget.

## **General**

- Collaborate with the Directors Program and the Taking Part department to ensure connections and partnerships wherever possible.
- Attend key performances and events, including all first previews, press nights, galas and last night performances of Young Vic shows.
- To uphold and embody the Young Vic's company policies.
- Any other duties as reasonably required by the Artistic Director or Executive Director to fulfil the objectives of the Young Vic.

## Person Specification

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### CREATIVE ASSOCIATE

#### Essential Skills & Experience

- Demonstrable professional experience in a creative role within the arts.
- Demonstrable skills of dramaturgy or editing of new plays, or script development in theatre, or within other artistic mediums.
- Experience of working directly with writers.
- Experience managing budgets at the small to mid-scale.
- Excellent organisation and planning skills with proven ability to work flexibly under pressure, in order to prioritise and meet deadlines.
- A genuine and demonstrable commitment to maintaining the broadening of cultural diversity, representation and access.
- Knowledge of the UK theatre landscape.
- A knowledge of the social, cultural and political context within which the Young Vic, theatre and the arts more widely operates.
- Digitally literate.
- Events producing experience.
- Strong political networks and knowledge (any level).
- Persuasive written and verbal communication skills.
- Good analytical and problem solving skills.
- A high level of attention to detail.

#### Desirable Skills & Experience

- Experience of identifying and developing emerging talent.
- Experience working collaboratively and building effective partnerships internally and externally.
- A love of theatre and the theatre-making process.
- An entrepreneurial spirit.