



## **CREATIVE ASSOCIATE**

£30,000 per annum - full-time (with flexible working possible)  
2-year fixed term contract  
Some working from Cardiff will be required

National Theatre Wales is fuelled by the pursuit of connection. We see theatre as a tool to bring people together to reflect, explore and be inspired by the stories of our nation. We want everyone in Wales to see themselves, their communities, their experiences and their futures imagined in the work we make. Our staff are at the heart of us fulfilling that purpose.

### **ABOUT THE ROLE**

The Creative Associate will work closely with the Artistic Director, Executive Producer, Head of Collaboration and Associate Director, to support the commissioning, development and delivery of projects focused on the creative development of Welsh theatre artists across National Theatre Wales' (NTW) programme of work.

The Creative Associate will lead on a range of initiatives aimed at advancing Welsh theatre artists and the development of potential, profile, opportunity and power for individuals, companies and collaborative partnerships in Wales. In line with NTWs' Strategic Aims and Objectives, this will include, but not be limited to, working with artists who experience racism, ableism and poverty. This means that the Creative Associate must have lived experience of racism and / or ableism themselves.

Working closely with the Artistic Director, the Creative Associate will:

Engage with a broad range of work across Wales to identify exciting voices and practice; provide creative and practical support to a range of projects conceived and developed in a variety of different ways across NTWs' programme; and develop their own work, practice and projects for the Company. The Creative Associate will join NTW at a crucial moment, as we develop a series of new strategies to cross-cut through our new 2022-2025 Strategic Plan.

This is a varied and exciting role with responsibility for engaging with a broad range of work across the Welsh theatre scene, developing relationships with creative individuals and organisations from across Wales. During the term of this contract, the Creative Associate will have the opportunity to also develop a project for production as Creative Lead.

We are an inclusive employer and this means that we are flexible and future-focused. We will consider applicants who require flexible working arrangements including job shares, and those who don't live in or near Cardiff.

### **A DAY IN THE LIFE AS CREATIVE ASSOCIATE AT NTW**

On any given day, this role might see you contribute to a workshop with colleagues from across different creative and operational teams, teasing out ideas and elements to form our new Young People's Strategy. You might also spend some time externally presenting on Springboard phase 2 - our programme of opportunities for early career artists across Wales or supporting the creative team on the development of a forthcoming co-created and site-located production, or a major touring show we are planning. You might also meet with the NTW Artistic Director to discuss progress on your Creative Lead project.

### **RESPONSIBLE TO**

The Artistic Director / Chief Executive

### **RESPONSIBLE FOR**

This role will not formally line manage other staff but will contain considerable project management responsibilities.

### **WHO WE THINK YOU MIGHT BE?**

We are looking for someone with potential for this role. So, that might mean you don't have lots of experience in this field. That's fine, we are more interested in your skills and the passion you can bring to creative projects and developing theatre makers. You may have previously faced barriers to a professional career in the creative sector and will have lived experienced of racism and/or ableism. You might have some directing experience, or you may have experience or practice in wider theatre-making - maybe as a writer, actor, designer in either professional or community settings.

We need a workforce that represents an entire spectrum of lived experience. The more diverse the perspectives we have influencing what we do, the stronger and more meaningful our work will be. We encourage applications from all communities, faiths, backgrounds and from anyone who experiences racism, or ableism. We recognise the social model of disability and are committed to working with our employees to remove barriers to inclusion. We also seek to overcome the barriers faced by applicants with caring responsibilities through a flexible working culture.

### **WORKING FOR NTW**

Every member of staff at NTW has an important role to play in achieving the Company's

ambitions. We are all advocates for NTWs' work and values, and we are encouraged to go and see work, develop networks and connections, introduce new artists, communities and audiences to the company, and help develop ideas for the future. Being present at Company meetings and getting involved with NTW TEAM (our programme involving a wide range of communities in everything we do) are important and valued parts of everyone's job. We have recently developed our 2022-2025 Strategic Plan and are working towards playing a major role in the next phase of Wales' theatrical journey, with a strong emphasis on building a more equal, sustainable and environmentally just Wales.

## **KEY RESPONSIBILITIES OF THE ROLE**

### **Artistic Practice**

To lead on projects that contribute to the creation, communication and delivery of an ambitious and innovative artistic strategy and programme of activity.

- Work with teams across NTW to create, communicate and deliver ambitious and innovative cross-cutting artistic strategies and programme of activity.
- Provide leadership in the area of Creative Development, working closely with the Artistic Director and Executive Producer to identify opportunities and needs and to design and implement programmes of work that have a meaningful impact on the sector and the work of NTW.
- Support the creation of new and high impact theatre projects, in collaboration with a wide range of artists, companies and communities, especially from Wales, as Creative Lead, where appropriate.
- Support and promote culture and talent development in Wales.
- See, engage with and report on work across Wales in a range of contexts and forms, and manage the process of other members of the Company engaging with exciting work across Wales.
- Work to support projects under commission and in development, provide critical support and skills to a range of artists including Directors, Writers and Designers.
- Work collaboratively, drawing on the skills available within the current theatre community in Wales, and taking into account the geographic diversity of the country, its audiences and its different cultural needs.
- Maintain excellent relationships with and commission work from a wide range of individual artists, writers and groups, nationally and internationally.
- Work with team members inside and outside of NTW to expand the theatre audience in Wales through innovative choice of productions, encouraging approaches that centre audiences at the heart of creative process and practices, whilst always ensuring a high quality of work and dedication to excellence.

### **Communications**

To be spokesperson for the Company and its Values.

- Promote and advocate for NTW in Wales, the UK, and internationally.

- Uphold NTWs' Values and brand identity both internally and externally.

### Partnerships

To work with senior colleagues in developing effective partnerships with a wide range of companies, artists, venues and other arts organisations in Wales, the UK and internationally with the goal of furthering NTWs' aims and its wider aspirations for the arts in Wales.

- Contribute to the advancement of NTW as a leading cultural organisation both in Wales and the wider UK, in the interests of Welsh theatre and wider society.
- Work with senior colleagues in developing effective partnerships with a wide range of companies, artists, venues and other arts organisations in Wales, the UK and internationally with the goal of furthering NTW's aims and its wider aspirations for the arts in Wales.

### Fundraising

To work with the Artistic Director, Director of Operations and Head of Development to initiate and develop new income generation streams as appropriate.

- Work with colleagues to identify funding opportunities as appropriate and support the writing of funding applications.
- Seek and develop good relations with potential supporters for NTW.

## PERSON SPECIFICATION

	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of leading or co-creating creative projects</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of transformative community engagement in theatrical settings</li> <li>• Directing experience</li> </ul>
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>• Demonstrable creative and dramaturgical skills</li> <li>• A developing reputation for creating high quality, innovative new performance which engages audiences</li> <li>• A commitment to inclusive practice and the development and</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of the arts sector and theatre ecology in Wales and across the UK</li> <li>• First language or fluency in speaking Welsh, or a willingness to learn</li> </ul>

	advancement of a diverse range of talent	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Lived experienced of racism, ableism and/or poverty</li> <li>• A real passion for, and ability to, make a difference for developing theatre artists in Wales</li> <li>• Ambition to make powerful theatre that is created in Wales and inspires change, including a commitment to access and engagement by the widest possible range of communities</li> <li>• Commitment to team working and a flexible approach to working practices. Enjoys sharing and discussing ideas, making connections, making things happen</li> <li>• Personal resilience, with the ability to cope with pressure and high expectations</li> <li>• Commitment to embracing digital technology within creative practice and audience development</li> </ul>	

NTW is always open to considering investing in someone who can show us development potential in this role, even though they may not be able to demonstrate all of the essential criteria listed above.

## TERMS & CONDITIONS

Salary: £30,000 per annum, pro rata

Hours: 5 days per week (a minimum of 35 hours, to include a compulsory one-hour lunch break, taking it to a total of 40 hours). We will consider flexible working arrangements for the right candidate.

Holidays: 25 days per annum (excluding statutory Bank Holidays)

Term: This is a 2-year, fixed-term contract (until December 2023)

Notice: Following completion of a successful three-month probationary period, the notice period is one month.

Pension: We offer a stakeholder pension scheme with Royal London for all our employees. Monthly contributions are deducted from your salary; you can contribute a minimum of 3% - more if you choose to - and we contribute 5%. Once you've completed your probationary period and you know you want to stay, you will be automatically signed up to the scheme, and we will backdate our Company contributions to your start date.

## HOW TO APPLY

You can either write a cover letter of no more than 2 pages OR film a video of yourself lasting no more than 5 minutes. We have no preference, and will be happy to accept either format, so feel free to choose whichever suits you best. In your cover letter or video, tell us about you, your experiences, skills and attributes that are relevant to the job, and tell us a bit about what you aspire to in life. What matters to you? What do you believe in? Where would you like to be in 3 years-time? What changes would you like to make to our society? What do you enjoy doing? Send us your cover letter or video with a completed application form and your CV (no more than 2 pages please) plus references to: [work@nationaltheatrewales.org](mailto:work@nationaltheatrewales.org) by 5pm pm on 26 November 2022.

If you are shortlisted, we'll invite you to interview over zoom, likely taking place in the first two weeks of December. Exact date to be confirmed. These are friendly, largely informal 30-minute conversations with approximately three people including NTWs' Artistic Director and a TEAM panel member. We'll send you a rough outline of the questions we'll ask you, and short biographies of the above in advance.

If you have any questions about the role or the process, don't hesitate to get in touch at [work@nationaltheatrewales.org](mailto:work@nationaltheatrewales.org).