**Job Description**

**Responsible to:** Producer / Director

**Overall Purpose:**

To work with the Director, Producer, Production and Creative teams on the production of *Exodus* at the Edinburgh Festival Fringe and preparing for the tour. The role will support the production being seen at its best by audiences across the run, and support the company in their presentation of the production. This is a career development role and the successful candidate will be supported to enhance their knowledge, experience and connections within the wider theatre industry.

**Main duties and key responsibilities:**

The Assistant Director will:

* Assist the Director as required, including:
  + Supporting rehearsals and supervising rehearsals, as required
  + Conducting research
  + Attending production meetings
* Liaise with production teams during rehearsals and on tour
* Maintain the quality of the production throughout its run, including:
  + Attending the show at agreed performances
  + Updating the Director
  + Liaising with the Company Manager and Producer
  + Noting the actors as necessary
* Contribute to the debrief process upon completion of projects

**Organisational Requirements**

* Maintain a high standard of customer care
* Use ICT applications to service the post’s administrative needs
* Work towards the achievement of the National Theatre of Scotland’s goals
* As the post-holder may be a first point of contact, they are expected to remain up to date with, and aware of, developments within National Theatre of Scotland and its work
* As the post may require handling, processing and recording restricted information, confidentiality requires to be maintained at all times.
* Comply with the National Theatre of Scotland’s Health & Safety Policy and statutory regulations

**Person Specification**

|  |  |  |
| --- | --- | --- |
| **Skills and experience** | **Essential** | **Desirable** |
| Experience of directing | **X** |  |
| Experience of working with professional casts | **X** |  |
| An interest in touring theatre | **X** |  |
| Proficiency in written and verbal communications | **X** |  |
| Experience of working in a producing theatre organisation |  | **X** |
| Experience of working on accessible performances (captioned, audio described, BSL interpreted, relaxed) |  | **X** |
| Identifying as from any of the Company’s priority underrepresented groups including: people of colour, deaf/disabled people, Gaelic speakers, BSL users, neurodiverse people |  | **X** |

**Terms and Conditions of Employment**

**Fee:** An inclusive fee of £3,500 on a self-employed basis. Reasonable travel and accommodation needs will be covered, as agreed in advance with the Producer.

**Dates / hours of work:** Dates be determined between the Producer and the successful candidate. The scope and hours of work can be flexible, but we would expect the successful candidate to be available for some rehearsals in Glasgow (27th June – 23rd July 2022), for all technical rehearsals at the Macrobert Arts Centre (w/c 25th July 2022), for tech, previews, opening and run at the Edinburgh Festival Fringe (31st July – 28th August 2022), and on tour (31st August – 22nd September).

**Place of Work:** Rehearsals take place at National Theatre of Scotland’s facility Rockvilla in Glasgow. Technical rehearsals will take place at the Macrobert Arts Centre, Stirling and opening performances take place in Edinburgh as part of the Edinburgh Festival Fringe. Some work may take place in other locations – for example on tour

For more information on the post please contact Ailie Crerar-Blythe, Producer – [ailie.crerar@nationaltheatrescotland.com](mailto:ailie.crerar@nationaltheatrescotland.com)