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Creative Associate
Recruitment – 2025

WHO WE ARE

ETT are a UK based international touring company. We create theatre of outstanding quality, imagination and ambition; work which interrogates and celebrates contemporary England and reflects the diversity of our nation. A proud advocate of UK and international touring, we ensure our work reaches the widest possible range of audiences engaging in national and global conversation. ETT is a limited company and a registered charity.

WHAT WE BELIEVE

We believe in the power of creative collaboration, and work in partnership with visionary artists and venues to create work on a variety of scales.

We believe that touring is a democratic and imaginative way to invite audiences to engage with the world through storytelling. At the heart of our practice is a drive to entertain, engage, challenge and inspire.

We believe in celebrating diversity by placing an examination of contemporary English identity at the heart of everything we do.

We believe that the Climate Emergency is an urgent threat to the planet and that we have a responsibility to adapt our practices so as to be part of the solution.

WHAT WE DO

We make work that is imaginative, responsive and alive: sparking dialogue and fostering connectivity. We are proud to tour projects that reach the widest possible range of audiences across the UK and beyond, engaging in a national and global conversation. We lead an inclusive and respectful culture.

WHERE TO FIND US

We are based in London Waterloo; our premises comprise offices, audition rooms and rehearsal studios. You can also find us on tour, across the UK and internationally, working with around 10 venue partners, in 25 towns and cities, reaching an average audience of 75,000 people every year.

ETT celebrated its 30th Anniversary in 2024 and our aim is to continue to nurture and develop the next generation of talent, bring new audiences to theatre and be representative of the world we live in. You can find more about us and our work at www.ett.org.uk.



OUR WORK

2024

Macbeth A contemporary new production that speaks to the world we find ourselves living in now, and asks why Macbeth has haunted our fears and nightmares for centuries, and what lesson this cautionary tale still urgently tries to communicate to us. Directed by ETT's Artistic Director, Richard Twyman, Macbeth toured across the UK and internationally between September 2023 and March 2024, and will play at the Lyric Hammersmith in February 2025.

The Ballad of Hattie and James An impassioned story about music, friendship, love, and settling the score, the world premiere of Samuel Adamson's new play, directed by Richard Twyman, opened at the Kiln Theatre in April as part of Indhu Rubasingham's final season.

Testmatch The UK premiere of Kate Attwell's funny and provocative play, where past and present collide in a dissection of integrity, power, colonialism, and cricket. Directed by Diane Page, Testmatch was a co-production with Orange Tree Theatre and Bolton Octagon.

Museum of Austerity Combining verbal testimony, original music, and ground-breaking volumetric capture, this exhibition invites audiences to contemplate close-up the human impact of austerity. Co-produced by ETT, the National Theatre's Immersive Storytelling Studio, and Trial and Error Studio, this powerful installation combines the skills of theatre/XR director Sacha Wares with the in-depth knowledge of John Pring, editor of Disability News Service. The production has recently completed a successful UK tour and a run at the e-Commemoration Festival in Hamburg.

Through the Cracks Created in collaboration with Office of Everyone, this ground-breaking new augmented reality app puts world-class theatre into the hands of anyone with a smartphone. This free app, winner of a Meta Morph Award, shares untold stories of people whose tales have fallen – both literally and figuratively – through the cracks.

Abigail's Party Winner of the RTST Sir Peter Hall Director Award Jack Bradfield breathes new life into Mike Leigh's classic play. Abigail's Party is a co-production between ETT, Rose Theatre Kingston, Northern Stage, and Mercury Theatre Colchester. In September 2024, the production completed a successful tour across these partner venues, with a run at the Blackpool Grand in October 2024, followed by two weeks at the Rose Theatre Kingston in November.

COMPANY STRUCTURE

ETT is led by the Artistic Director who is accountable to the non-executive Board of Directors.

Board of Directors

Dr Saphié Ashtiany	Equality and Employment Law expert
Olivier Brémont	Senior Entertainment & Sports Marketing Executive
Rubi Gubara-Sannie	Equality, Diversity & Inclusion consultant
Olivia Highland	Senior Consultant, Achatés
Igor	Production Manager
Harriet Mackie	Head of Producing – Development, at the National Theatre
Rosie Stanbury (Vice Chair)	Creative Consultant
Sanj Surati	Digital Atelier & Founder of Tiger Heart
Amy Vaughan (Chair)	Executive Director & Deputy CEO Battersea Arts Centre
Renuka Venkatraman	Director of Finance, Oak View Group
Tara Wilkinson	Executive Director, Tall Stories

English Touring Theatre Team

Richard Twyman	Artistic Director
Sophie Scull	Executive Producer
Lauren Hamilton	Producer
Kadir Ali	General Manager
Chris Campbell	Creative Associate (interim)
Kate Newall	Marketing and Communications Manager
Ellen Larson	Assistant Producer
Katherine Brown	Finance Officer (PT)
Beth Linsdell	Administrator and Executive Assistant
Fresh Eyes Finance	Finance Team

Patrons

Sir Ian McKellen
Stephen Mangan



THE ROLE

Job Title: **Creative Associate**

Reporting to: **Artistic Director**

Salary: **£35,000**

Terms of employment: **Full time or Part time**

ETT is seeking a creative and dynamic person to work with Artistic Director Richard Twyman to initiate and realise artistic projects. We welcome applications from practitioners and producers with experience of conceiving of and delivering projects.

Principal Duties and Responsibilities

The Creative Associate works closely with the Artistic Director to generate, develop and deliver artistic ideas for ETT's programme. They play a key role in curating work, developing talent, commissioning, dramaturgy, producing R&D workshops, and supporting productions.

Planning and Programming

- To work closely with Artistic Director, Richard Twyman, and Executive Producer, Sophie Scull, on strategic planning and artistic programming.
- To collaborate with the Artistic Director to generate and develop new writing ideas for ETT's programme.
- To work with the Artistic Director to find new ways of reading classic plays that are reflective of and relevant to contemporary Britain, and to expand the list of works considered to be part of the theatrical canon, with a view towards programming.
- To keep abreast of developments in theatre nationally and internationally and seek opportunities to develop work with national and international theatres and companies.
- To grow ETT's network of artists by identifying and developing talent, with a particular emphasis on relationships with playwrights for commission.
- To develop ETT's network of national and international partner organisations.

Creative Development

- To oversee and manage budgets for Commissioning, R&D and Digital Projects.
- To be responsible for commissioning and contracting writers.
- To dramaturgically develop commissions for both rehearsal and performance, with a particular emphasis on supporting commissioned playwrights through the process of draft delivery and rewriting.
- To produce R&D workshops and readings, including casting and appointing creative teams, and providing support dramaturgically.

Literary

- To be responsible for reading scripts, attending readings and shows.
- To handle administration of script submission, reading and feedback processes.
- To manage a small team of readers.
- To develop and manage a database of artists associated with the company.
- To liaise with new writing agencies and talent agents (both UK-based and internationally) to communicate ETT's interests and to identify writers and scripts for ETT – in accordance with the artistic strategy.
- To research and seek stage rights for existing works or possible adaptations which ETT may wish to produce.

Digital

- To oversee the Digital Projects budget.
- To be responsible for pitching, producing and dramaturging digital projects.
- To keep abreast of developments within digital technology and storytelling and seek opportunities to develop ETT's work in mediums and artistic forms other than theatre.

General

- To deputise for the Artistic Director including representing ETT at industry events.
- To help ensure that ETT's work is reflective and representative of the diversity of contemporary Britain.
- To comply with ETT's policies including Equality, Diversity & Inclusion, Health & Safety, Fire, Safeguarding, and all other policies that are included within the Company Handbook.
- To seek ways to improve the organisation and actively feedback constructive ideas.
- To support colleagues at all times and be prepared to take on any other reasonable duty, as required, to ensure the organisation performs at its best.
- To take an active role in your own continuing professional development, seeking and identifying relevant training and opportunities.
- To actively keep abreast of developments in the theatre industry.
- To undertake any other duties as appropriate to the post, as agreed with the Artistic Director.

PERSON SPECIFICATION

Below is a list of the experience, skills and attributes that we're looking for but we know that not everyone can meet all of them. If you don't think you have everything on the list but know that you could make a real difference to English Touring Theatre then we encourage you to make an application.

- Demonstrable skills of dramaturgy or script development in theatre, or within other artistic forms.
- Experience of producing events to support, enhance and contextualise the work on-stage.
- Experience of working directly with writers.
- Experience of identifying and developing emerging talent.
- An interest in Digital technology and its role in the future of theatre.
- 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.
- Experience in event producing.
- An enthusiasm for ETT and its objectives.
- Self-motivated with an ability to work flexibly and under pressure.
- An ability to use initiative and solve problems proactively.
- A collaborative approach to work.
- Excellent interpersonal skills and strong written and verbal communication skills.
- Excellent organisational and time management skills and the ability to manage a busy workload, prioritise and work to deadlines.

Terms of Employment

The Creative Associate could be a full time or part time position and we are happy to receive applications for either. ETT staff combine working from home & office, with an expectation to be in the office at least 2 days per week including Tuesday & Wednesday for team days.

Salary

£35,000

Hours of Work

ETT are open to discussion around flexible working and the possibility of this role being part time. If a different arrangement would suit you, please let us know. The normal office hours are 10:00 am – 6:00 pm Monday to Friday.

Overtime

No overtime will be paid but we do operate a TOIL system.

Other Benefits

- Pension Plan: Enrolment in ETT's auto enrolment pension scheme. ETT will match a contribution of up to 5% of the annual income to the pension plan.
- Travel Card Loan Scheme: ETT provides an interest free travel loan scheme to which all employees are eligible after successful completion of their probationary period.
- Tickets for ETT shows.

Holidays

Employees are entitled to 20 days holiday (pro rata) during each holiday year excluding bank holidays.

Notice Period

One month during the three month probationary period; thereafter, three months in writing.

RECRUITMENT PROCESS

Deadline for Applications: **Monday 3rd March 2025 at 10am**

Interviews: **w/c 10th March 2025**

Applications should be made by submitting:

- A full CV
- A covering letter, no more than 2 sides of A4, outlining your interest in and suitability for the role in line with the candidate brief and Person Specification.
- If you would like to submit your cover letter & submission of interest in a non-written format, please submit a video or voice recording (or link to one). Please ensure these are no longer than 5/7 minutes.
- The names and contact details of two referees who are able to comment on you professionally. Please indicate how long and in what capacity your referees have known you. Please note, referees will not be contacted without your permission.
- A completed Equal Opportunities Form. This form will be separated from your application documents before review.

Assistance with travel costs for interviews is available if required.

As ETT strives to be more sustainable we will not accept applications made by post. Please email your completed application to recruitment@ett.org.uk before the date above. As ETT strives to be more sustainable, we will not accept applications made by post.

ETT is an equal opportunities employer and encourages applications that reflect the diversity of our society. ETT welcomes applications from individuals currently under-represented in the arts. We are committed to ensuring applicants have an equitable experience when applying for the role, attending an interview, or working for our company, so please make us aware of any support you need. If you require the pack in large print, or alternative format or wish to discuss any queries please contact Kadir Ali via recruitment@ett.org.uk who will be happy to make necessary arrangements.

We also partner with [PIPA](#) (Parents and Carers in Performing Arts), who campaign to enable and empower parents, carers and employers to achieve sustainable change in attitudes and practices in order to attract, support and retain a more diverse and flexible workforce. We are always happy to discuss solutions that allow people to balance their caring responsibilities with their working lives.

Please note interviews for this role may take place via video call. ETT will send interviewees the names of the panel members in advance of the interview.

Thanks in advance for your time and good luck!

