



## **Unfolding Theatre Creative Associate Recruitment Pack October 2021**

### **Join Unfolding Theatre's team of Creative Associates**

Unfolding Theatre is seeking two people to join the team as Creative Associates. Associates are at the forefront of Unfolding Theatre's community-based theatre-making. The roles help the company to engage more people in co-creation, producing remarkable theatre & artworks that reach thousands of live and digital audiences each year. The Unfolding Theatre Creative Associates also play a key role in contributing to Unfolding Theatre's artistic planning for the future.

#### **Who are we looking for?**

We are looking for people who love theatre-making. (This includes people who might be new to it.) We are looking for people who love a good chat and are great listeners. We are looking for people who are excited by collaborating with communities, children, young people and other artists to make ambitious new theatre.

We want the Unfolding Theatre team to reflect the diversity of the communities we work with. We welcome expressions from everyone, and especially from people from ethnically

diverse backgrounds, disabled people, young people and LGBTQ+ people.

We are interested in hearing from people from different backgrounds, this might include:

- People who describe themselves as theatre makers, actors, performers, musicians, choreographers, writers, producers, facilitators or artists.
- People at any stage of their creative development – you might have decades of experience or only just started your journey.
- People who have never considered being an Associate of a company before!
- People who have experience and/or an interest in working with children and young people. (One of the Associate roles will focus on engaging children and young people).
- People who describe themselves in an entirely different way. If you got skills and experience in something that you think could help Unfolding Theatre develop and grow, but we've not listed it above, please still get in touch!

We know some people will be reading this thinking, “This sounds great, but I’m not sure I’ve got what they’re looking for.” We encourage you to get in touch. We’re available to answer any questions you might have. (There’s no such thing as a stupid question.)

### **About the Role**

Job Title: Unfolding Theatre Creative Associate

Reports To: Artistic Director

Contract Type: Freelance, 40 days over a 12-month period

Start Date: January 2022

Fee: £6,000 (daily rate of £150).  
*You will be responsible for you own tax and National Insurance contributions.*

Access costs: Unfolding Theatre holds a budget for staff access costs and will discuss how we meet any access needs with you.

Location: Projects take place in Newcastle upon Tyne, the North East and the wider UK.

Unfolding Theatre is based in Arch 6, Stepney Bank, Newcastle upon Tyne, NE1 2NP. The office is wheelchair accessible with step-free access and nearby car parking. The area is well served by local bus and metro connections.

The role will involve travel to a variety of community locations, including schools, community centres and some outdoor settings.

Travel and overnight stays outside the region may be required for certain projects. The costs for any travel and accommodation relating to these projects will be covered by the company. A per diem/expenses is also provided in these instances.

### **Key Responsibilities:**

The key responsibilities of Unfolding Theatre Creative Associates are to:

- Design, plan and deliver creative projects that enable people to take part, supported by the Artistic Director and Creative Associates
- Lead and co-lead workshops, creative activities and rehearsals with people in settings including community centres, arts venues, schools and outdoors
- Engage in Unfolding Theatre's research and development activities, supporting the Artistic Director to make new theatre and shape future artistic plans.
- Create welcoming, safe and inclusive spaces for people to take part and strengthen Unfolding Theatre's co-creation with communities
- Build good relationships with people taking part to support ongoing engagement with Unfolding Theatre and/or signpost to other creative activities
- Maintain good relationships with community partners and funders
- Collect feedback from audiences, participants and partners to support monitoring and evaluation so we can understand the impact of our work

- Raise the profile of Unfolding Theatre's projects by collecting and generating content for social media, marketing and communications
- General admin, including completing post-session monitoring/feedback, completing time logs and budget monitoring (with support from the Executive Producer),
- Attend relevant meetings, planning sessions, events and training that develops Unfolding Theatre's practice and skills.

As described above, one of the Associate roles will particularly focus on engaging children and young people. The responsibilities for Associates undertaking this role are:

- Lead upon the delivery of key Unfolding Theatre projects that engage children and young – this includes our young creative collectives Right Now People and East End Story Makers that meet on a weekly/regular basis.
- Undertake Arts Award with children and young people engaging in our activities (Arts Award Advisor training can be provided).
- Contribute to the ongoing development of the company's strategy for engaging with children and young people.

*The role of Unfolding Theatre Creative Associate is varied. The role aims to respond to each Creative Associate's area of expertise and skills, as well as supporting the needs of Unfolding Theatre. Therefore, the exact nature of the artistic*

*responsibilities of the role is flexible and will be agreed with the postholder.*

Previously, there has been no set working hours/patterns for the Unfolding Theatre Creative Associate role. Involvement in the company's activities is agreed through discussion between the postholder and the Artistic Director. This discussion takes into consideration other work and personal commitments of the Associate, alongside the needs of the company. However, we anticipate at least one Associate role will undertake the delivery of our young creative collective that meet weekly/regularly.

The nature of the Unfolding Theatre Associate role involves working with children, young people and vulnerable adults, therefore the postholder will require Enhanced Disclosure from the Disclosure and Barring Service (DBS). This check will be processed and paid for by Unfolding Theatre.

“Being an Associate Artist at Unfolding Theatre has been invaluable to me. It has tested and honed my ways of working and allowed me to test ideas in a supportive and nurturing environment. It has been challenging and stimulating. I have worked with some amazing people, who might not call themselves artists, but who have proved themselves to be enormously creative. A friendly ear is never far away, collaboration is key, and being part of a company whose aims and beliefs I share has given me the strength to make work that really matters to me.”

***Alex, Unfolding Theatre Associate: Community***

## **Person Specification:**

### **Essential:**

- Experience and/or interest in co-creating, collaborating with, and supporting community groups to generate new theatre/artworks
- Experience and/or interest in collaborating with other artists to make new work
- Experience and/or interest in planning, delivering and evaluating workshops/sessions
- Ability to develop connections and relationships with a range of people, including colleagues, artists, participants, partners, and other stakeholders
- Ability to work as part of a creative team, as well as under own initiative
- Willingness to support Unfolding Theatre's development and growth through the application of your own creative practice
- Ability to communicate with a range of stakeholders
- A commitment to Unfolding Theatre's aims and values (see below)

### **Desirable:**

- Driving licence and access to own vehicle.
- Experience of project managing/co-ordinating your own creative projects.
- Experience of delivering Award Arts with children and young people.

### **About Unfolding Theatre:**

Unfolding Theatre makes big-hearted theatre that delights in bringing people together. Community-based creative

processes engage surprising combinations of people to generate warm, distinctive theatre, rich in ideas.

Unfolding Theatre was founded in 2008 in Newcastle upon Tyne by Artistic Director, Annie Rigby and became a charity in 2016 (charity number 1165182).

Since 2018, Unfolding Theatre has reached live audiences totalling more than 28,000 people of all ages, as well as digital audiences of more than 36,000 people. Productions include Free School Meals, Hold On Let Go, Multiverse Arcade, Putting The Band Back Together, Lands of Glass, Best in the World and Building Palaces. It welcomes audiences at venues, festivals, community settings & schools across the UK including Northern Stage, Battersea Arts Centre, Summerhall (Edinburgh) & Summer Streets (Sunderland). Its creative projects are in demand from a wide range of cross-sector partners. Described as “thrillingly talented people” (Guardian), Unfolding Theatre has won awards & acclaim over a decade of theatre making.

Read more about us at: [www.unfoldingtheatre.co.uk](http://www.unfoldingtheatre.co.uk)

### **Our Vision, Aims & Values:**

**Our Vision:** In a time of social division, Unfolding Theatre brings people together to co-create and experience remarkable theatre that builds connections.

**Our Aims:** More people are leading happier, more creatively fulfilled lives; mainstream theatre better reflects England’s



diversity and drives excellence; and people with different life experience are better connected.

**Our Values:** Unfolding Theatre works to achieve its vision by co-creating big-hearted theatre with surprising combinations of people. We love hosting people. We value a warm welcome and good listening skills. We bring people together around theatre, music, food, laughter, good stories or all of those things at once. Our work has a positive, sometimes profound impact on the artists, audiences and community co-creators we work with.

“[I] felt like an active participant in a group of mostly strangers. A community built in no time whatsoever.”

***Audience member***

**The Current Context:**

Unfolding Theatre remained open throughout the pandemic. It adapted its activity, delivering Doorstep Stories for families, working digitally, deepening community partnerships, and investing in making new theatre to reach audiences throughout and since lockdowns.

The company is in good financial shape and has a committed, talented, and increasingly diverse team. We recognise there are challenging times ahead, with the longer-term impacts of Covid affecting our economy, communities, and the people we make theatre with. We know this will require ongoing adaptability, resourcefulness, imagination and finding new ways of working.

In 2018, Unfolding Theatre became an Arts Council England National Portfolio Organisation (NPO) for the first-time. This secured four-years of core funding. In early 2022, the organisation will apply to remain part of Arts Council's National Portfolio. The Unfolding Theatre Associates will play an important role informing and shaping the application, as well as guiding Unfolding Theatre through its next phase of growth and development.

**How to Apply:**

Please send an Expression of Interest in whichever format suits you best; an email, covering letter and CV, video message or audio file.

Expressions of interest should be no longer than two sides of A4 (approx. 1,000 words), or 8 minutes in length. Please aim to include information about your creative practice, relevant experience and your interest in the role.

Please also include a completed equal opportunity monitoring form, available [here](#). (This will not be considered alongside your application.)

Expressions of interest should be sent to [info@unfoldingtheatre.co.uk](mailto:info@unfoldingtheatre.co.uk) by 10am on Monday 22<sup>nd</sup> November.

Interviews will be held in-person (or via Zoom if preferred) on Wednesday 1<sup>st</sup> December.

Applicants shortlisted for interview will receive a fee of £75 to cover travel expenses and time to attend the interview.

**Find Out More:**

An online Q&A session will take place on Tuesday 9<sup>th</sup> November, 6pm-7pm. Attendance at this session is optional and will not impact the decision-making process. The audio from this session will be recorded and made available for others after the session. You must book to attend this session and receive the link by emailing [info@unfoldingtheatre.co.uk](mailto:info@unfoldingtheatre.co.uk).

If you still have a question after attending or listening back to the informal zoom session, please contact [annie@unfoldingtheatre.co.uk](mailto:annie@unfoldingtheatre.co.uk).

We look forward to hearing from you!