

DONMAR

Resident Assistant Director
RECRUITMENT PACK



ABOUT THE DONMAR

The Donmar Warehouse makes unmissable, exceptional productions of classic plays, new works by leading writers, and intimate musicals to thrill and inspire our audiences. In our converted Covent Garden warehouse space, in the heart of London's West End, audiences experience the power of live performance up close, sitting no more than four rows away from the action. The Donmar has blazed a trail for thirty years creating legendary performances by some of the world's greatest artists, reaching global audiences through transfers across the West End, Broadway and beyond, and that legacy is the foundation of our approach today. We enable exceptional emerging talent to find new routes into the industry, and we create extraordinary opportunities for local young people. Core to our work is the belief that embracing a diverse range of voices enriches us all, fostering a more empathetic society. The Donmar's audiences are passionate about theatre, and we are passionate about them. We want to make them think, make them feel, and inspire them to return.



OUR VALUES

Inspiring

We celebrate the power of live performance to enrich lives and create meaningful change through shared entertainment.

Inclusive

We are stronger and increase our impact through being open and relevant to everyone.

Ambitious

We support world-class and emerging artists to innovate and create their best work with empathy and imagination, maximising the reputation and impact of the Donmar's brand.

Rigorous

We pursue excellence and continually question and develop how our theatre works, using insight and data to inform our decisions.

Caring

We nurture people through generous ways of working, onstage and off, in our local community and the environment; empowering continued future success.



OUR VISION

We believe that representation matters; diversity of identity, of perspective and of lived experience enriches our work and our lives.

We recognise that the Donmar and the wider theatre industry is not representative of contemporary society in terms of workforce, artists and audience.

We particularly encourage applications from those who are currently underrepresented both at the Donmar and more widely in the industry, and specifically from D/deaf, disabled and neurodivergent applicants and applicants who experience barriers and inequity due to ethnicity, gender identity and/or socioeconomic background.



JOB DESCRIPTION

Resident Assistant Director

Reporting to:	Associate Artistic Director
Location:	Donmar Office: 3 Dryden Street, London WC2E 9NA Donmar Warehouse: 41 Earlham Street, London WC2H 9LX
Terms:	12 months, full time, fixed term
Working hours:	35 hours per week, with one hour for lunch. Core rehearsal and office hours are 10am - 6pm Mon - Fri. Occasional weekend and/or evening hours may be required as part of rehearsals. Evening attendance required at tech, previews, press nights, events. A TOIL policy is in operation.
Salary:	£30,000 per annum
Start Date:	February 2025
End Date:	February 2026 (approximately)

Purpose of the role:

The Resident Assistant Director (RAD) is an opportunity for an early career theatre director to be embedded at the Donmar Warehouse for a year. The RAD will develop extensive skills, craft, and knowledge around directing; from casting, in rehearsals, through to the running of shows in production, working with directors and actors of the highest calibre. The RAD will also experience the workings of a producing theatre, and cultivate their skills as artistic leaders of the future.

The RAD will spend the majority of their time assisting on productions. Across the year, the RAD will assist on a minimum of 4 shows¹. Primary duties on shows include: supporting the smooth running of rehearsals, technical rehearsals and previews, and noting the show once it is running. They will balance their time across the year with duties in the office as an integral part of the theatre staff. The RAD will sit in the Artistic Team. We expect the candidate will be involved in casting duties, literary duties, and will contribute to programming meetings. In addition they will also learn from a range of departments in a producing theatre eg marketing, development.

The aim of the role is to give a comprehensive and rounded experience of the different component parts of a producing theatre and the skills and considerations of artistic leadership.

The RAD scheme has been integral to the Donmar through its thirty-year history. Former Resident Assistant Directors have gone on to become leading directors and artistic leaders.

¹ Depending on staffing across the rest of the year they may assist on further productions.

Duties and Responsibilities:

- Working as an assistant director on productions, which includes:
 - Supporting the director during rehearsals and with preliminary preparation.
 - Supporting stage management with tasks and scheduling.
 - Supporting the cast as necessary during both rehearsals and through the run.
 - Noting the production at least twice a week and feeding back to the director.
 - A bridge between the office and the rehearsal room, feeding back to the Artistic Team.
 - Managing production seat allocation during tech and previews.
 - Attending post-show discussions, development events, other events as required.
 - Work with understudies when required.
- Working with the Artistic Team which includes:
 - Reading scripts and feeding back in Artistic meetings.
 - Attending shows and reporting back.
 - Some administration of scripts / correspondence.
 - Contributing to programming conversations.
 - Uphold values around EDI alongside all other Donmar Staff.
- Working with the Casting Department which includes:
 - Supporting the Casting director with actor lists.
 - Undertaking research for the Casting director.
 - Attending shows or showcases.
 - Attending auditions, general meetings, readings.
- Working with Development and Participation departments which includes:
 - Facilitating workshops, talks and other events with young people.
 - Delivering Q&A sessions with young people, community groups and sponsors.
- Other duties to assist the Donmar office as may reasonably be required

This is not an exhaustive list of duties and we may, at any time, allocate other tasks which are of a similar nature or level.

Person Specification:

Essential criteria:

- Experience of directing your own work; at least one fully realised professional production.*
- Experience of being an Assistant Director on at least one professional theatre production.*
- A demonstrable commitment to a career as a theatre director.
- Be able to articulate what your creative skillset brings to the rehearsal room and how to apply it to support the rehearsal process.
- An understanding of the work and ethos of the Donmar Warehouse.
- A strong interest in how a producing theatre is run and the role of artistic leadership.
- Be able to illustrate where your working practice and/or the stories you tell show a commitment to inclusion and diversity.
- Excellent communication and administration skills.
- Ability to prioritise, work well under pressure and adapt to new situations.
- A proactive and positive attitude.
- Ability to work independently and under your own initiative.
- Embrace both rehearsal-room and office-based activities and balance tasks for both settings.

*NB - (For the purposes of this application we are defining a professional production as being a full-length piece performed by paid actors for a run of 2 weeks or more)

Desirable:

- Has worked as an Assistant Director on productions at different scales.
- Experience of script reading.
- Experience of running workshops / working with young people.
- Experience of working with understudies.

Benefits:

Holiday:

Enhanced holiday scheme with 25 days a year plus 8 Bank Holidays.
Annual Birthday leave.

Benefits (post-probation and dependant on length of service)

6% employer pension contribution as part of the Donmar's stakeholder pension scheme.

Lifestyle:

Season ticket loan (travel)
Subsidised local gym membership
£25 towards annual eye tests
Employee welfare programme
Cycle to work bike loan scheme
Discount at Donmar bar on food and drinks
Complimentary tickets to attend Donmar performances

Professional Development:

All staff training and professional development programme
1 -1 HR drops ins for all staff

Recruitment timeline:

Applications Close at 10am on Thursday 12th December.
Late submissions will not be accepted.

Interviews Round One: w/c 13th January 2025

Interviews Round Two: w/c 20th January 2025

HOW TO APPLY

To apply for this role please visit our HR portal, Breathe here:

<https://hr.breathehr.com/recruitment/vacancies/38217>

Once you have created a profile on Breathe you will be able to download, complete and upload a copy of your application form.

If you have any questions or we can support your application in any way, please do get in touch with us at jobs@donmarwarehouse.com

To find out more about the Donmar and our other vacancies visit www.donmarwarehouse.com/about/vacancies/





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Donmar Warehouse

The Donmar Warehouse is a registered charity number 284262