Trainee Director

*This role is a training opportunity designed to support early career artists to begin to build a network and develop a rounded-skillset to support further professional development. The stipend offered is a contribution towards expenses incurred during the undertaking of this opportunity. Fees are offered for work delivered assisting on a show at Royal Welsh College of Music and Drama and for directing a show for the Trainee Showcase at The Other Room.*

**Required: 1 day equivalent per week (Monday)**

**Contract: Jun ’19 – May ’20, freelance**

**Basic stipend: £2,500 (payable in monthly instalments)**

**Fee for assisting on RWCMD show: £1,000**

**Fee for Trainee Showcase: £1,000**

General

· Weekly Team Meetings

· Attend all Company meet & greets, press nights, previews and other public events

· Take on at least 1 Duty Manager and Usher shift a week (during shows)

· Input on copy for marketing, press releases, website and other materials

Specific Responsibilities

· Support Artistic Director and Associate Director with light admin

· Support as required on Autumn/Winter shows

· Assist the Associate Director in administrating Assistant Director Recruitment

· Host, programme and organise monthly SEEN events

· Administrate OpenRoom with Artistic Director and Assistant Producer

Key Projects

· Assist on a show at RWCMD in Autumn

· Assist on a show at RWCMD in Autumn (Oct-Nov 18)

· Direct TOR/RWCMD Trainee Showcase (Spring 2020)

Trainee Producer

*This role is a training opportunity designed to support early career artists to begin to build a network and develop a rounded-skillset to support further professional development. The stipend offered is a contribution towards expenses incurred during the undertaking of this opportunity. Fees are offered for work delivered producing a show for the Trainee Showcase at The Other Room.*

**Required: 1 day equivalent per week (Monday)**

**Contract: Jun ’19 – May ’20, freelance**

**Basic stipend: £2,500 (payable in monthly instalments)**

**Fee for Trainee Showcase: £1,000**

General

· Weekly Team Meetings

· Attend all Company meet & greets, press nights, previews and other public events

· Take on at least 1 Duty Manager and Usher shift a week (during shows)

· Input on copy for marketing, press releases, website and other materials

Specific Responsibilities

· Support Executive Director and Associate Producer with light admin

· Administrate Violet Burns Playwright Award applications

· Host, programme and organise monthly SEEN events

· Compile and administrate Press Night Guest Lists

· Administrate OpenRoom with Artistic Director and Trainee Director

Key Projects

· Assist on Christmas Co Production at The Other Room

· Produce TOR/RWCMD Showcase (Apr-May 19)

Associate Director

*This is an entry-level, flexible engagement designed to offer opportunities for continued professional development. It will suit an early to mid-career director seeking to further build links with other professionals and venues and whom wish to deepen and expand knowledge of their practice and the sector.*

**Required: 7 days per month (Mon + flexible)**

**Contract: Jun ’19 – May ’20, freelance**

**Basic fee: £5,880 (payable in monthly instalments)**

**Top-up fee for Wales Millennium Centre residency: £1,000**

General

· Weekly Team Meetings

· Attend all Company meet & greets, press nights, previews and other public events

· Take on at least 1 Duty Manager and Usher shift a week (during shows)

· Input on copy for marketing, press releases, website and other materials

Specific Responsibilities

· Support Artistic Director with admin and programming

· Occasional script reading

· Be an ambassador for the theatre at networking events, meetings and other events as required

· Administrate Assistant Director recruitment process

· Assist with monthly SEEN events

· Organise monthly PlayRoom

Key Projects

· Attached to a project at Wales Millennium Centre (Feb-Mar 2020)

Associate Producer

*This is an entry-level, flexible engagement designed to offer opportunities for continued professional development. It will suit an early to mid-career producer seeking to further build links with other professionals and venues and whom wish to deepen and expand knowledge of their practice and the sector.*

**Required: 7 days per month (Mon + flexible)**

**Contract: Jun ’19 – May ’20, freelance**

**Basic fee: £5,880 (payable in monthly instalments)**

**Top-up fee for Wales Millennium Centre residency: £1,000**

General

· Weekly Team Meetings

· Attend all meet & greets, press nights, previews and other public events

· Take on at least 1 Duty Manager and Usher shift a week (during shows)

· Input on copy for marketing, press releases, website and other materials

Specific Responsibilities

· Support Executive Director and Producer with light admin

· Assist with project delivery of The Other Room’s Autumn 2019 season

· Export Young Artists Festival (YAF)

· Lead Produce YAF 2019

Key Projects

· Assistant Producer residency at Wales Millennium Centre (Feb-Mar 2020)