

# Artistic Director

We are looking for a new Artistic Director to work at Theatr Clwyd



This document was written by **Theatr Clwyd**. It is an easy read version of 'Artistic Director. Recruitment Pack'.

November 2022

# How to use this document



This is an easy read document. But you may still need support to read it. Ask someone you know to help you.



Words in **bold blue writing** may be hard to understand. You can check what the words in blue mean on **page 29**.

## Theatr Clwyd

Where the document says **we**, this means **Theatr Clwyd**. For more information contact:

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# Introduction



We are looking for a new **Artistic Director**. The **Artistic Director** will work with our Executive Director, Liam Evans-Ford.



It could be more than 1 person.



Theatr Clwyd is going through a lot of changes. We have had a lot of money to make our theatre better.



We would like the new Artistic Director to plan a programme of work for our new opening at the end of 2024.





## About Theatr Clwyd



We have been making theatre since we opened in 1976.



We have:

- 2 theatre spaces
- a cinema
- a gallery space
- and an event space.





We were making about 12 shows a year before we started making changes.



We made lots of different types of theatre work. But tried to think more about artists from Wales.



We also make a pantomime every year called **Rock 'n Roll Pantomime**.





We work with many **freelance** people every year.

**Freelance** means people who are self-employed but do some work for us.



We also make sure we think about the environment in the work we do. And make sure we **do not** do things that harm it.



We are working with **Ramps Cymru**. This is to make our theatre more open and **accessible** to people.

**Accessible** means more people can use something.



We want to support young people who want to make theatre. And work with other arts organisations across Wales.



We have won a lot of awards for our work.



Our new building will mean we have a better theatre. And more spaces to work with people.



There will be food and drink for people. And activities for people during the day.



For example, a place for children to learn to be creative through play.



The new building will also be good for the environment. And do lots of things that help protect the environment.



We are going to get the building back in the Summer of 2024.



But we will not be open to the public until the end of 2024. And will not start events until 2025.







We get funding to run Theatr Clwyd. And we make money. For example, by selling tickets.



We do a lot of work with the community.



For example, we work with Social Services to do creative work with young people.



We run workshops for people of all ages.



We work in schools.



We deliver music lessons.



# Our staff



140 people work for us.



We have 100 people who work for us sometimes. This is also called **relief** work.



Over 400 people work for us as **freelancers**.



And Theatr Clwyd is overseen by a **Board of Trustees**.



This is a group of people who check our work. And check that we run well.



## About the role

We are looking for an Artistic Director who:



- makes high quality theatre



- has worked in theatre before





- has good contacts in the theatre industry



- is passionate about Welsh talent



- understands that working in communities is as important as the theatre



- treats people fairly and equally



- supports the development of talent and theatre in Wales



- lives close to the theatre.

# Job description

The Artistic Director will work with the Executive Director. We would like the Artistic Director to be able to:



- Set big plans for the theatre. And lead the way.



- Manage the programme of work.



- Work with the Executive Director to make sure the Theatre is **sustainable**.

**Sustainable** means making sure that the way the theatre is run is good for the planet. And will last a long time.



- Make Theatr Clwyd a success.



- Make sure people work together well. And equally and fairly.



- Develop Welsh artists.



- Make sure the programme is **diverse** and **inclusive**.

**Diverse** means people come from different backgrounds. For example, different countries, cultures, ages. And have different needs.

**Inclusive** means making sure all people feel involved and can have a say.



- Help grow Theatr Clwyd so it is well known and thought about highly.



- Manage the work made by the Theatre.



- Find great theatre makers to work with Theatr Clwyd.



- Develop chances for our work to be shown elsewhere.



- Work well with other people in making theatre.



- Help theatre in the Welsh language to grow.





- Learn about good work going on in theatre around Wales, the UK, and the world.



- Make sure our community work is valued.



- Speak to the media. And other important people.



- Work well with our funders.

Other skills we are looking for:



- Write an effective business plan with the Executive Director.



- Make sure the business plan looks at budget carefully. And plans to make money for Theatr Clwyd.



- Write reports for the Board of Trustees.



- Lead and take part in meetings.



- Help develop our **brand**.

**Brand** means what we stand for and what we are known for.



## About the person

We would like the Artistic Director to have this **experience**:



- Experience in different job roles in theatre.
- Experience of making theatre.
- Experience of working with writers.
- Experience of working for different types of theatres and audiences.
- Experience of working with big budgets.
- Experience of working well with others.

We would like the Artistic Director to have these **skills**:



- To make exciting plans for Theatr Clwyd.
- To create new theatre. And find new ways to make old theatre.



- To be a strong leader.
- To be able to work on lots of things at once.



- Good at planning. And managing time.
- Good communication skills.



- To be able to inspire other people.
- To be creative. But also to understand how to run a business well.



We would like the Artistic Director to have these **qualities**:



- To have a positive and exciting way of leading.

- To be committed to **diversity** and **inclusion**.



- To be committed to working with young people and communities.

- To be known for being a caring person.



We would like the Artistic Director to have this **knowledge**:



- Good understanding of **culture** in Wales.

**Culture** means the ideas, beliefs and behaviours shared by a group of people. It includes things like our history, traditions, and arts.



- Good understanding of the importance of the Welsh language.
- Some knowledge of running a business.
- To be committed to being part of the local area.
- Committed to the values of Theatr Clwyd.





## More about the job



- The contract will be for 5 years.



- The salary will be between £65 thousand pounds and £75 thousand pounds.



- We will support the person with moving costs.
- We will pay towards a pension.



- There are 32 days of annual leave per year.
- There is a sick pay scheme. This is up to 6 months.
- There are also other benefits like free tickets. And counselling.





## About North Wales and Mold



North Wales is a beautiful area.



Theatr Clwyd is based in the town of Mold. It is about 15 minutes away from Chester.





Wales is run by the Welsh Government. This means some laws are decided by the Welsh Government. And some are still controlled by the UK Government.



This means some of the ways in which the Theatre is run will be different to England.





## How to apply



To apply for this job please send us your **C.V.** and a letter to Heather Newell:

[hnewill@aeminternational.co.uk](mailto:hnewill@aeminternational.co.uk).



A **C.V.** is information about you and your experience. It will tell us about other jobs you have had. And what skills and training you have.



The letter should tell us how your experience and skills match the role and job description.



It should be no longer than 3 sides of a page.



The deadline for applications is **10 am on Wednesday 4 January 2023.**



Interviews will be on **7 and 8 February 2023.**



We also have an **Equality and Diversity Monitoring Form**. We would like people to fill out this form to help us make sure we are being fair and equal in all our work.



You can find this form online here: [Recruitment Equal Opportunities SurveyArolwg Cyfle Cyfartal Wrth Recrwtio \(surveymonkeys.co.uk\)](https://surveymonkeys.com/surveys/Recruitment-Equal-Opportunities-Survey-Arolwg-Cyfle-Cyfartal-Wrth-Recrwtio)



If you would like to apply in a different way, for example through a video, or if you need support with your application please contact us at: [people@theatrclwyd.com](mailto:people@theatrclwyd.com).



If you would like to speak to someone about the job, please contact Helen Newill:

[hnewill@aeminternational.co.uk](mailto:hnewill@aeminternational.co.uk)



# Hard words

## Accessible

Accessible means more people can use something.

## Brand

Brand means what we stand for and what we are known for.

## Culture

Culture means the ideas, beliefs and behaviours shared by a group of people. It includes things like our history, traditions, and arts.

## C.V

A C.V is information about you and your experience. It will tell us about other jobs you have had. And what skills and training you have.

## Diverse

Diverse means people come from a range of different backgrounds. For example, different countries, cultures, ages. And have different needs.

## Freelance

Freelance means people who are self-employed but do some work for us.

## Inclusive

Inclusive means making sure all people feel involved and can have a say.

## Sustainable

Sustainable means making sure that the way the theatre is run is good for the planet. And will last a long time.