

ASSISTANT DIRECTOR (FREELANCE ROLE)

Oldham Coliseum Theatre Ltd. are seeking to appoint an Associate Director to support the production of The Engagement Party.

Context

Oldham Coliseum Theatre Ltd (OCT) is a producing theatre based in Oldham. It is currently working across the borough of Oldham in a range of different locations as the Fairbottom Street site is redeveloped. It is an exciting time to reimagine what a relevant and exciting theatre is, making work with, by and for the people of Oldham

Oldham Coliseum Theatre is currently providing distinctive and high-quality theatre performance and participatory activities, inspiring individuals and communities and making meaningful contributions to social and cultural regeneration in Oldham, Greater Manchester and nationally. Fostering a culture of aspiration, the theatre delivers a wide range of life-changing cultural experiences, emphasising and promoting collaboration, sustainability and community cohesion. To find out more about our current programme and team, please click [here](#).

The Assistant Director will be a development opportunity to work alongside The Engagement Party's Creative and Artistic Director Amanda Huxtable on a new show produced by Oldham Coliseum Theatre Ltd, to be presented in Oldham in February 2025. The Assistant Director will be supporting the Creative and Artistic Director in the development of the production alongside being responsible for the Community Cast. The Community Cast will be playing the part of friends and family at the Engagement Party.

Brief for the Assistant Director

The freelance Assistant Director will support the artistic development and delivery of The Engagement Party. The key roles and responsibilities will include, but not be limited to:

- Working closely with the Creative and Artistic Director to support the artistic direction of the production
- Support the Creative and Artistic Director with the performance of the Community Cast
- Leading warm-ups
- Liaising with teams
- Maintaining a positive rapport with the creative team and community cast at all times
- Ensuring excellence in engagement practice through delivery of this activity
- Assessing and managing risk and ensuring compliance with Health & Safety requirements
- Any other reasonable duty deemed appropriate by the Creative/Artistic Director

Other

- Maintain the confidentiality of all affairs of the Coliseum that should properly remain confidential
- Be an effective representative of the Coliseum in all situations, demonstrating the highest level of customer care and promoting the theatre's work and charitable objectives
- Work in the best interests of the Coliseum and in accordance with company policies such as but not limited to equal opportunities, health and safety, safeguarding and IT
- Any other duties deemed reasonable

Desirable Requirements

- A current DBS enhanced certificate (Oldham Coliseum can arrange this on your behalf if necessary)

- A current First Aid Certificate (OCT can provide First Aid Training Course if needed).

Experience, skills and requirements

Essential

A minimum of two years directing theatre and performance work
 Resident in Greater Manchester

Desirable

Experience of working with non-professional performers

We want to create a community where everyone feels valued regardless of their background, identity or circumstances and are committed to equality and representation within our workforce. We would like to invite freelancers to express interest who are currently under-represented in sector.

Terms and Conditions

Terms: Freelance Contract
 Hours: Estimated at 12 days' work
 Fee: £1800
 Location: In Oldham for workshops, rehearsals and performances.

Key Dates

The Assistant Director must be available for the following key dates:

- Open call casting
- Rehearsals
- Performance week

DATES	ACTIVITY
Saturday 11 January	Open call casting
Monday 20 Jan – Sat 26 Jan*	Meetings with Creative Team
Mon 27 Jan – Sat 01 Feb 2025*	Rehearsal Week 1
Mon 03 Feb - Sat 08 Feb 2025*	Rehearsal Week 2
Mon 10 Feb - Sat 15 Feb 2025*	Rehearsal Week 3 & Tech
Mon 17 Feb 2025	Rehearsal Day/ Get In
Tues 18 Feb 2025	Dress Rehearsal PERFORMANCE 1 (Preview)
Weds 19 Feb 2025	PERFORMANCE 2 (Matinee) PERFORMANCE 3 (Evening)
Thurs 20 Feb 2025	PERFORMANCE 4 (Press Night)
Fri 21 Feb 2025	PERFORMANCE 5 (Evening)
Sat 22 Feb 2025	PERFORMANCE 6 (Matinee) PERFORMANCE 7 (Evening) Get Out

**PLEASE NOTE, The Community Cast will only be required for a maximum of two sessions per week during rehearsals (hours tbc). To be decided based on availability.*

How To Apply

If you're interested in this opportunity, we'd love to hear from you. To apply please read the brief and attach your CV and covering letter explaining what experience you can bring to this role (and optional 3-minute video).

Please also complete our Equal Opportunities Monitoring Form

If you have any questions or require support or reasonable adjustments with the application process, please email jodieratcliffe@coliseum.org.uk.