

## Job Description

<b>Job Title:</b>	Trainee Director	<b>Department:</b>	Artistic
<b>Responsible To:</b>	Artistic Director	<b>Salary:</b>	£23,000
<b>Location:</b>	Pitlochry Festival Theatre	<b>Position Type:</b>	Fixed-Term 18 months
<b>Working Hours:</b>	Full-time: 35 hours per week		
<b>Key Relationships</b>	Artistic Director, Associate Director, Producer, Production Manager		
<b>Context</b>	<p>For over 70 years, we've been Highland Perthshire's artistic heart and soul, sitting on the edge of the River Tummel and looking out to Ben-y-Vrackie. Established in 1951 as Scotland's Theatre in the Hills, Pitlochry Festival Theatre offers a theatrical experience unique in the UK - a summer season performed in repertory, allowing audiences to enjoy six different productions in six days, all performed by a resident company of actors. Now attracting over 100,000 visitors each year, we're not just a venue - we're also famous for producing large-scale plays and musicals that delight theatregoers of all ages.</p> <p>As part of our mission to create, nurture and inspire, we encourage interactive creativity through our programme of festivals, workshops and other events for young people, families, writers, and professional creatives.</p> <p>We are also transforming our physical space with our bold and ambitious VISION 2021 capital development. Including a 172 seat Studio theatre and a reconfigured Front of House, as well as the reinstatement of our stunning outdoor performance spaces, our Theatre Campus will enable us to improve lives by sharing Pitlochry with the world and the world with Pitlochry.</p>		
<b>Purpose and Key Accountabilities</b>	<ul style="list-style-type: none"> <li>• To work with the Artistic Director to implement the artistic policy of the Theatre.</li> <li>• To be an active member of the Artistic Team at the Theatre working closely with the Producer, Engagement Coordinator, Artistic Administrator and Associate Director.</li> <li>• To work with the Artistic Director to ensure that the Theatre maintains and develops its role as a leading Scottish producing theatre with a national reputation.</li> </ul>		



## Key Tasks:

<b>Artistic Delivery</b>	Act as an Assistant Director on various productions
	To direct high-quality productions inside, outside and online and support the Theatre's touring and co-production work.
	Support open-calls for Artists.
	To coordinate submissions for the Artist Residency Programme, Writersroom and Competitions working closely with the Artistic Director and Producer.
	To work with the marketing department to ensure projects are communicated internally and externally.
<b>Artistic Engagement</b>	Deliver workshops for HE/FE facilities and in formal education settings as required.
	Deliver schools provision in collaboration with the Engagement Coordinator.
	To coordinate participation groups as required by the Artistic Director.
	To design education packs for schools in collaboration with the Engagement Coordinator.
	Act as a mentee for young people on work experience/placement at the Theatre.
	To support the delivery of the EDI and Digital Plans
	To carry out back-stage tours and attend events at the Theatre as required.
<b>Evaluation</b>	To support the monitoring systems for learning and participation projects and provide data for funders and other reporting as required.
<b>Financial</b>	Contribute to funding applications which enable community engagement activities and longer-term projects.
	Work collaboratively with the Artistic Director and Producer to help source and apply for funding to support and sustain certain initiatives.
<b>General</b>	Attend training as required to update knowledge and skills.
	To carry out other tasks as agreed with the Artistic Director
<b>Compliance</b>	Ensure compliance with data protection.
<b>Environmental</b>	To support the Executive Director, as Chief Executive of the organisation, and the nominated Green Champion in meeting organisational aims and ambitions for its environmental impacts.
<b>Health and Safety</b>	To support the Executive Director, as Chief Executive of the organisation, in their legislative duties under the Health and Safety at Work etc. Act 1974.



**Pitlochry Festival Theatre | +44 (0)1796 484626**  
 Registered Office: Port-Na-Craig, Pitlochry PH16 5DR  
 Company Limited by Guarantee: Registered in Scotland SC029243  
 Regulated by the Scottish Charity Regulator (OSCR) SC013055



	Attend training as required to update knowledge and skills, and to be able to comply with relevant statutory requirements to a high standard.
<b>Other</b>	To champion and promote organisational values and behaviours and act as an ambassador for the Theatre.
	To always act in the best interests of the Theatre and in line with all company policies.
	Any other duties or projects required by the Executive Director or Board of Trustees to ensure the general smooth and efficient operation of the buildings and organisation.
	Assist the Department with work experience placements, offering work shadow opportunities, training and mentoring as required.
	Actively promote staff welfare, development and training opportunities throughout the Theatre.

## Person Specification

### Our purpose and our values

We exist to improve lives by sharing Pitlochry with the world and the world with Pitlochry.

We do this:

- By creating theatre that excites, engages, and challenges.
- By inspiring imaginations, senses of adventure, and new levels of understanding that change worlds.
- By nurturing environments to encourage wellbeing, growth, connection, and a sense of belonging.
- By exploring new ways of seeing and collaborating.

In everything we do we are creative and respectful and in every situation we are collaborative and empowering.

### Personal behaviours and style

We are looking for people who share our core values and can demonstrate their commitment to:

- Commitment to Excellence
- Teamwork
- Creativity
- Inspirational sense of belonging
- A nurturing environment

The successful candidate will need to be able to demonstrate the following skills, experience and attributes in both the written application and the interview process:

Requirements	Essential	Desirable	Assessment Method
<b>Qualifications and Knowledge</b>	Experience of working in theatre for at least 2 years and has assistant directed on at least 2 productions (full productions –	An understanding of and commitment to equal opportunities and making culture accessible to all	Application / Interview



**Pitlochry Festival Theatre | +44 (0)1796 484626**  
 Registered Office: Port-Na-Craig, Pitlochry PH16 5DR  
 Company Limited by Guarantee: Registered in Scotland SC029243  
 Regulated by the Scottish Charity Regulator (OSCR) SC013055



Requirements	Essential	Desirable	Assessment Method
	not rehearsed readings or runs of less than three weeks)		
	Experience of pre-production factual, visual and textual field research		Application / Interview
	Keen intelligence and rigorous approach to textual analysis and dramaturgy		Application / Interview
	Working knowledge of Microsoft packages, specifically Word, Power Point and Excel.		Application / Interview
	Experience of managing and delivering creative engagement projects and activities for schools and young with a theatre focus.		Application / Interview
	Experience of working with a wide range of people		Application / Interview
	Experience of evaluation and reporting on projects.		Application / Interview
<b>Skills and Abilities</b>	Experience of working with writers and new writing		Application / Interview
	Has the ability to be supportive and sensitive in the rehearsal room		Application / Interview
	Capable of leading a technical rehearsal and noting shows		Application / Interview
	A proactive and organised self-starter, who can take initiative and drive a project independently with minimum supervision, whilst working collaboratively as part of a team.		Application / Interview
	Excellent communication and interpersonal skills.		Application / Interview
	Able to be flexible and adaptable and work well under pressure.		Application / Interview
	The ability to manage day to day administration including record keeping, implementing and		Application / Interview



**Pitlochry Festival Theatre | +44 (0)1796 484626**  
Registered Office: Port-Na-Craig, Pitlochry **PH16 5DR**  
Company Limited by Guarantee: Registered in Scotland **SC029243**  
Regulated by the Scottish Charity Regulator (OSCR) **SC013055**



Requirements	Essential	Desirable	Assessment Method
	maintaining effective systems of communication, dealing with enquiries, and other associated administrative duties		
<b>Personal qualities</b>	An affinity for the purpose and work of the Theatre and a passion to play a key role in shaping and achieving the Theatre's success	An understanding of the Theatre's role within its wider communities	Application / Interview
	Someone who is excited by the challenge of expanding a fundraising function in a successful institution	Passion for the arts	Application / Interview



**Pitlochry Festival Theatre | +44 (0)1796 484626**  
 Registered Office: Port-Na-Craig, Pitlochry **PH16 5DR**  
 Company Limited by Guarantee: Registered in Scotland **SC029243**  
 Regulated by the Scottish Charity Regulator (OSCR) **SC013055**

