

A person is shown from the waist up, wearing a dark, textured, possibly metallic or mesh-like outfit. A glowing orange-red element, resembling a flame or a piece of fabric, is attached to the chest area. The person's arms are raised, and they appear to be in a dynamic pose. The background is a deep blue with some faint, out-of-focus lights.

**TALA
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**New Work Literary Associate
Candidate Brief - November 2022**

Introduction

Talawa are looking for a New Work Literary Associate to join their New Work Department team.

In September 2019 Talawa moved to its new offices and a 200 seat theatre space as part of the redevelopment of Fairfield Halls in Croydon's new Cultural Quarter where we are delighted to be a resident company.

Talawa has an established track record of producing quality work which shines a spotlight on Black talent, creating theatre for diverse audiences across the country. Mounting more than fifty productions over our 36-year history, we are the only Black British theatre company that presents the traditional canon of British theatre alongside international work and new plays. Recent productions include *Running With Lions* co-produced with Lyric Hammersmith, *A Place For We* co-produced with Park Theatre, *Run it Back* nominated for Best Dance Production by Black British Theatre Awards, *King Lear* and *Guys & Dolls*, co-produced with the Royal Exchange Theatre, Manchester. *The Tide*, our co-production with Greenwich+Docklands International Festival and *Breakin' Convention* is the first ever show we created exclusively for outdoor performance which toured this summer.

Talawa is committed to supporting the development of emerging and established Black artists. Black Artistry is our year-round artist development programme which supports Black artists over four strands of work: 1. Providing artists with their first opportunities in theatre (Engage); 2. Developing their craft (Grow); 3. Enabling them to connect and take risks with peers (Collaborate), and 4. Building their career (Sustain).

Job Description

Overview of Role

The New Work Literary Associate will be responsible for supporting the development of the theatre makers Talawa works with as well as finding and nurturing new and emerging writers. This could include artists who use other forms to make theatre. The New Work Literary Associate is jointly responsible with New Work Coordinator, for delivering on various projects that support writers that Talawa's engages. Evaluation is a core part of the role as you will need to analyse and report on the activities and integrate learning as a priority.

Our artist development work has led to the productions and tours of 'Girls' by Theresa Ikoko, 'Half Breed' by Tash Marshall, 'Superhoe' by Nicole Lecky and 'Typical' by Ryan Calais Cameron writers who came through our Script Reading Service, Talawa Firsts and Talawa Writer's Programme. We also have a wider impact on the industry by developing artists who go on to produce their work across the UK and we have become a crucial talent finding resource for the industry.

Key duties and responsibilities

Specific details on New Work Artist development Programmes

- Support the Artistic Director with new commissions programme and the Talawa Firsts festival in consultation with the New Work Coordinator.
- Recruit and train new script readers for the Script Reading Service.
- Edit scripts and offer dramaturgical support to writers and theatre makers.
- Work with Producer on supporting the BBC Radio 4 dramas Talawa Stories dramaturgically.
- Collaboration Workshops both regionally and locally Regional Partnerships with theatre/theatre companies Surgery Support for developing artists.
- Support the delivery of writing workshops for Talawa Writers Group.

Administration and other New Work Activities

- Working with New Work Coordinator on the development of projects, ensuring excellence is consistently achieved.
- Staying up to date with the literary landscape across theatre, film and television.
- Support the collation of statistical and evaluation data from creative activities, including artist, creative team and participant feedback.
- Contribute as required to stakeholder reports, such as ACE Annual Submission.
- Be creative in the identification, evaluation, implementation and review of new ways of working (structure, systems, processes and methods) to increase efficiency and effectiveness within the New Work Department.
- Attend theatre shows where new Black writers are staged to broaden Talawa's awareness of new talent and work.
- Represent Talawa at performances, conferences and other events/external meetings where appropriate.

Person Specification

Essential skills and experience:

- A belief in Talawa's vision and mission.
- Extensive knowledge in new writers/writing and other theatre makers.
- Strong understanding of the new writing landscape, both nationally and internationally.

Demonstrable experience of:

- Project management experience.
- Implementing professional development projects.
- Design and delivery of workshops, seminars and events.
- Monitoring and evaluating projects.
- Dramaturgy for writers and productions.
- Confident, creative thinker who instigates projects.
- Proven ability to work to budget and meet deadlines.
- Highly organised with solid administrative skills, a flexible and innovative approach and attention to detail.
- Discreet and able to deal appropriately with confidential information.
- A team player and a motivated self-starter with the ability to build strong working relationships.
- Ability and willingness to work outside standard office hours when required.
- Strong communication skills, both written and verbal.
- Computer literate with a sound knowledge of the Microsoft office suite and database management.

Desirable:

- Some fundraising experience.

Person Specification

Essential criteria :

- A belief in Talawa's vision and mission, with a commitment to its aims and ethos,
- An understanding of anti-racism, including issues that can occur within delivery of anti-racism training, with experience in how to navigate and address this
- An understanding of wellbeing of facilitators from Global Majority – African and Caribbean diaspora within the context of delivering anti-racism training
- Experience in coordinating activities, admin, maintaining budgets, and meeting targets
- Proven organisational skills, with a high level of attention to detail and a methodical approach to work
- Strong multi-tasking skills and the ability to prioritise and work quickly to tight deadlines when necessary
- Ability to collate data for monitoring and evaluation
- Discreet and able to deal appropriately with confidential information
- Excellent communication skills, both written and verbal
- Strong IT skills and computer literacy (including MS Word, Outlook, Excel)
- Strong relational skills
- Works well both within a team and independently
- Excellent self-motivation

Desirable:

- Experience of internal CRM/Database software

Main terms and conditions

Job title: New Work Literary Associate

Responsible to: Artistic Director

Key working relationships: Executive Director, New Work Coordinator, Community Engagement Producer

Contract type: Part-time

Hours: 16 hour per week including a lunch break of 1 hour, worked over 2 days. Additional hours may be necessary to fulfil the requirements of the post, including evenings and weekends, and travel out of London when required

Salary: £28,000 per annum pro rata

Holiday: 24 days per annum pro rata plus bank/public holidays

Pension and Benefits: Within 3 months you will be enrolled into The People's Pension in accordance with statutory deadlines and contributions. Discounts available at Fairfield Halls café and on shows and concerts. Talawa has an Employee Assistance Programme (EAP) 24/7 confidential helpline including face-to-face counselling.

Probationary period: Appointment is subject to satisfactory completion of a 3-month probation Notice period: 4 weeks' notice by either party until successful completion of probation. On successful completion of probation period 2 months' notice by either party

Location: Fairfield Halls, Croydon and remote working available.

How to apply

Application closing date: 23:59 on Friday 25 November 2022

Interview: Wednesday 7 December all day or Friday 9 December morning

Start date: Ideally January 2023

Talawa is an equal opportunities employer. We are committed to working towards a more diverse theatre and cultural industry. Please let us know if you require this Job Pack in a different format by calling us on 020 7251 6644 or by email to contact@talawa.com.

Please also complete an Equal Opportunities Form [here](#).

<https://survey.alchemer.eu/s3/90182944/Equal-Opportunities-Monitoring-Form>

Please apply via the application form here:

[CLICK HERE TO APPLY](#)

<https://www.tfaforms.com/5025065>