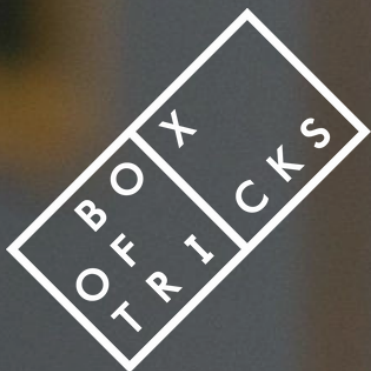




LITERARY ASSOCIATE



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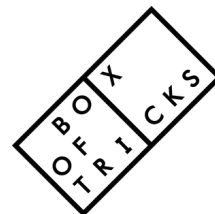
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BOX OF TRICKS

"A theatre company to watch" – The Stage

Box of Tricks makes plays. We champion playwrights and empower them to tell the stories they want to tell. We create heartfelt theatre that resonates, inspires and entertains by uncovering new plays that reflect the world in which we live today.

Based in Manchester, Box of Tricks is an award-winning theatre company that brings people together to share stories collectively. We stage new plays and connect with communities right across the UK. Celebrating Northern talent, our productions are staged in theatres locally and nationally as well as in public spaces – pubs, libraries, village halls – in the heart of local communities.

New plays are the lifeblood of theatre and playwrights its beating heart. Box of Tricks offers a home for playwrights to find their voice and tell their story. Our PlayMakers Network is a creative community for Northern playwrights to connect, collaborate and create. We nurture early-career North West playwrights through our year-long PlayBox attachments and commission, develop and produce bold new theatre through our New Tricks commissions.

We want to forge a fairer future and are committed to positive change. Beyond productions, we provide pathways into the arts, connect with communities, inspire younger generations and develop future talent.

We are the play makers. Every story told. Every voice heard.



PLAY MAKERS

Box of Tricks' PlayMakers Network is a creative home for Northern playwrights and theatremakers at all levels of experience to connect, collaborate and create.

A growing network of 550+ Northern playwrights, PlayMakers offers various touchpoints for writers at every stage of their development: Pen Pals exchange programme, PlayBox residencies, Screen/Play Award in partnership with Sky Studios and New Tricks commissions. We run regular events, online masterclasses and creative surgeries.

boxoftrickstheatre.co.uk/playwrights





LITERARY ASSOCIATE

Box of Tricks is looking for a positive, passionate and motivated Literary Associate to join the team and work closely with our Artistic Directors to support our work developing playwrights across the North of England.

Over the last two years, Box of Tricks has dramatically expanded our professional development programme and increased opportunities for Northern playwrights. Our PlayMakers Network now has 550+ members and offers various playwriting programmes, opportunities and events throughout the year.

At this exciting juncture in the company's development, we're looking for a strong communicator who enjoys engaging with and supporting writers, forging creative/collaborative connections and developing artist networks. You will have a passion for new plays as well as an understanding of local, regional and national theatre ecology. A self-starter and a team player, you will be keen to join a small team with big ambitions.

Alongside the Core Team, the Literary Associate will manage the PlayMakers Network for Northern playwrights, organise literary events and dramaturg new plays. Main duties include: script reading, dramaturgy, professional development, creative programming, network administration.



KEY RESPONSIBILITIES

Talent Development

- Attending artistic meetings with Artistic Directors to inform creative development and programming
- Script reading
- Identifying new playwriting talent in the North and recommending scripts to Artistic Directors
- Attending play readings and theatre productions in Manchester and the North West and representing Box of Tricks
- Actively developing and maintaining supportive creative relationships with playwrights

Dramaturgy

- Attending and assisting with R&D of new plays
- Offering dramaturgical feedback to PlayMakers and acting as a dramaturg on scripts in development/under commission with Box of Tricks
- Supporting Artistic Directors with casting for workshops and rehearsed readings

PlayMakers Network

- First point of contact for playwrights; replying to emails, acknowledging script submissions and communicating progress
- Creating, updating and maintaining a Playwrights' Relationship Management system for Northern playwrights engaged through our PlayMakers Network
- Administering the PlayMakers Network - managing social media, mailing lists and email account
- Promoting PlayMakers events to network
- Running Pen Pals throughout the six-month programme: introducing pairings, midpoint meetings, dramaturgical feedback
- Supporting the Artistic Directors in organising and delivering all PlayMakers events (e.g. masterclasses, scratch nights, networking events, workshops, etc)



ESSENTIAL SKILLS & EXPERIENCE

- Highly organized and self-motivating team player
- Ability to reply quickly and reliably to literary enquiries
- Passion for new plays and theatre and a belief in Box of Tricks' artistic vision
- Excellent written and verbal communication skills with a good attention to detail
- Ability to communicate effectively and appropriately with playwrights and theatremakers
- High level of computer literacy (including MS word, excel and outlook and some database experience)
- Experience of working with writers and supporting the development process of a new play
- Script development – including an understanding of dramaturgical structures and tools to support writers' development
- Experience as a writer, dramaturg or editor
- A demonstrable interest in playwriting and a good knowledge of theatre in the North of England and beyond



TERMS

Fee	£120 per day
Hours	Part-time freelance role 2 days / 16 hours per week Core office hours are 10am-6pm, Monday to Thursday. Regular working days to be agreed at time of engagement. The Literary Associate may be expected to do some evening and weekend work related to productions or literary events.
Location	Box of Tricks' office (The Yard, Cheetham Hill, Manchester) It is expected that this role will be predominantly office-based with flexibility to work from home when required.
Start date	To be negotiated. Ideally mid-September.
Terms	Rolling freelance contract. Three-month probation period.
Notice period	One month
Benefits	A small monthly budget for theatregoing

Please note: This role will be offered on a self-employed basis and the Literary Associate will be responsible for paying their own tax and National Insurance contributions.



HOW TO APPLY

To apply for our Literary Associate role, please email an expression of interest, telling us why you're right for the role and Box of Tricks, along with your current CV (including contact details of two referees) to: jobs@boxoftrickstheatre.co.uk.

If your access requirements make a written application difficult, we welcome submissions in video or audio format. If you encounter any difficulties whatsoever, and you have additional access requirements, please get in touch with us at jobs@boxoftrickstheatre.co.uk and we will do everything in our power to facilitate your application.

The deadline for applications is midday **Monday 8th August 2022**. If you have any queries about the role, please drop us a line via email to jobs@boxoftrickstheatre.co.uk ahead of the deadline.

Interviews will take place in Manchester w/c 29th August.

POSITIVE ACTION

Box of Tricks operates a **Positive Action** policy to increase diversity in our workforce and drive positive change. We welcome applications from individuals from under-represented groups. If an aspect of your identity – disability, gender identity, ethnicity, religion, sexual orientation and/or lower socio-economic background – is currently under-represented in the arts, we want to hear from you.

If this applies to you, please state in your application: **"I would like to be considered under Box of Tricks' Positive Action policy"**. All candidates identifying under our Positive Action policy and who meet the Essential Skills of the role will be invited for interview.

boxoftrickstheatre.co.uk/positive-action