

Director's Assistant **Job Description**

ASSISTANT DIRECTOR

We are looking for an experienced assistant director for our immersive show Umbilical. This role would be perfect for a person that understands in detail the creative process of theater as an assistant and therefore has high organizational and multitasking skills.

Deadline for applications: 22pm on Sunday 12th June. Due to the urgent nature of this position we reserve the right to interview applicants at any point during the initial job posting period.

How to apply: Send your CV and cover letter by email with the subject "Assistant Director" to orakel33.intermedial@gmail.com.

RESPONSIBILITIES:

Pre-Production Duties

- Read and study carefully the play
- Discuss interpretation and production concept with the Director (and Dramaturg when relevant).
- Attends all design meetings.
- Perform research, as requested, that could encompass criticism, historical period, playwright's biography and body of work, etc.
- Attend and assist with auditions and call-backs.

Duties of the Assistant Director During Rehearsals

- Attend all rehearsals, actively watch and listen, sometimes take notes for the Director.
- Maintain an up-to-date copy of script and rehearsal schedule.
- Take notes
- Communicate regularly with the Director regarding the progress of the production
- Support the Director in realizing the play onstage, which requires an in-depth understanding of the play, its characters, the setting, etc.
- The AD may be asked to walk through scenes for an absent actor. Occasionally run errands such as making copies, leading guest artists to rehearsal space, or grabbing coffee

Duties of the Assistant Director After Rehearsals

- The Assistant Director may be asked to type up any rehearsal notes taken by the Director for distribution to the cast and/or crew.

Duties of the Assistant Director Between Rehearsal and Shows

- Attend all production meetings, making sure the Director's concerns are addressed.
- Tech and Dress Rehearsals thru Opening
- Take notes during tech and dress rehearsals, and share with the cast and crew.
- To assist in the show running
- To work a combination of day or evening shifts depending on the production requirements

PERSON SPECIFICATION:

Essential

- Speak English and German
- Proven experience of working as a director's assistant within a professional theatre environment
- In-depth knowledge of theatre direction process
- In-depth understanding of production process
- Knowledge of latest theatrical trends
- Good time-management skills
- Ability to multitask
- Ability to come up with new ways of doing things
- Ability to work well as part of a team and to be self motivated, work calmly under pressure and acquire new skills when needed
- Ability to accept criticism and work well under pressure
- Sensitivity and understanding
- High level of attention to detail to ensure the artistic vision of the show is consistently maintained
- Safe working practice.
- Be creative and imaginative
- Have knowledge of the fine arts
- Strong interpersonal and communication skills
- Critical-thinker and problem-solver
- To be able to use the main software packages competently
- Ability to work evenings and weekends as required

Desirable

- Experience of working in non-traditional performance venues and/or in Listed Buildings
- An interest in Orakel33's work
- Acting skills

EMPLOYMENT TERMS:

- Freelance contract
- Rate of pay: XX per day - standard 8 hour shift

- Due to the nature of this role evening and weekend work is required

NOTES TO APPLICANTS

- This is a guide to the nature of the work required. It is not wholly comprehensive and may be reviewed with the line manager from time to time.
- If you are called for an interview you will be required to sign Orakel33 Non-Disclosure Agreement in advance of the meeting.
- All applicants must be eligible to work within the EU.

HOW TO APPLY

- To apply, please submit your CV and a brief statement (maximum 1 A4) describing your suitability for the position and specifically how your experience matches the person specification.
- Applicants should provide contact details for two references and we will seek your permission before making direct contact with any referees. Please note that it is likely we will seek to take up 1 reference for candidates progressing to a second interview, prior to making an offer.
- Please submit your application by email, with the subject "Director's Assistant" to orakel33.intermedial@gmail.com by 22pm on Sunday 12th June by email.
- Please note that candidates may be contacted prior to the closing date or the closing date extended depending on the quality of applicants.

As an Equal Opportunities Employer, Orakel33 welcomes applications from all sectors of the community, regardless of gender, age, race, sexuality or disability and makes appointments based solely on ability to fulfill the duties of the post. Candidates who are shortlisted for interview will be given the opportunity to specify any access needs so that appropriate arrangements can be made.

Recruitment timeline:

- Deadline for applications: 22pm on Sunday 12th June
- First interview: Due to the urgent nature of this position we reserve the right to interview applicants at any point during the initial job posting period.
- Contract commences: As soon as possible