



OT ORANGE
TREE
THEATRE

A powerhouse of independent theatre

Literary Associate Recruitment Pack

You Bury Me, photo by Pamela Raith

If you would like this job pack in another format, please contact Sarah Murray at sarah.murray@orangetreetheatre.co.uk



Hello, thank you for your interest in the role of **Literary Associate** at the Orange Tree Theatre (OT). There has never been a more exciting time to join the OT. Following a year of renewal, growth and change under a new leadership team, we are in a superb place organisationally. Ticket sales are breaking records, we are creating ambitious work with a high calibre of artists and actors, we are deepening our engagement within the local and artistic communities, we have won Evening Standard and Critics' Circle Awards, and we were nominated for an Olivier Award and for Best Fringe Theatre at the Stage Awards. We also have planning permission for a transformational capital project which will make our front of house spaces more accessible, community facing, contemporary and sustainable.

We wanted to give you a bit more info about what it's like to work at the OT before we get to the job stuff. Because how we work is important to us.

We're a sociable core team of around 20 people in a dog friendly office, with plenty of local green spaces, pubs, restaurants and independent coffee shops. We know that work life balance is vital for our mental health, and we offer flexibility with working from home, depending on the role and specific requests. Holiday is encouraged, and each employee gets 21 days plus bank holidays, increasing by 1 day for each year of service, capped at 25 days per year. TOIL and flexible hours are also offered.

We buy the team lunch before every press night in recognition of a long day. All staff attend first day rehearsal read throughs and end of week rehearsal room drinks, press night parties and events, and we have regular socials (usually with pizza) in and around Richmond riverside and the green. Alcohol, meat, dairy and gluten free lifestyles are always welcome.



Richmond Riverside



You may recognise Richmond Green from the recent Apple TV hit *Ted Lasso*: we can confirm it is just as pretty in real life. Richmond Park is a stroll away and we are 9 minutes from Clapham Junction, 16 minutes from London Waterloo, and connected by the district line to central London and the overground to north and east London. Some current staff are North, East, South London-based, others live locally in Richmond, Mortlake, Twickenham, Isleworth or Brentford, and others commute in from Surrey, Berkshire and Sussex. It truly is a beautiful place to work.

Our work happens across three buildings that are closely connected. We have two rehearsal rooms, a set building workshop, offices over three floors and a bar which is often a hub of creativity filled with actors, creatives and stage managers, and staff get a 40% discount with free tea and filter coffee.

We work hard and we have fun while doing it, because theatre is fun. Most importantly we want staff to experience different types of theatre and plug into the industry, so we pay for a monthly core staff theatre trip and our artistic team lead monthly staff script readings. There are opportunities for personal development, and we encourage all staff to take part in training and upskilling as we recognise that we are happiest when we are learning.

Equity, diversity and inclusion sit at the heart of the OT, and we are continuously evolving our practices to be responsive to change. We have a Diversity and Inclusion committee of the Board and recent staff training has included anti-racism, allyship, conscious inclusion, deaf awareness, disability awareness and anti-ableism. Our Code of Behaviour is reviewed annually, and all staff and freelancers are required to adhere to it.

If you have any doubts about whether you'd enjoy working at the OT, please feel free to get in touch with our General Manager, Sarah Murray, for an informal chat: sarah.murray@orangetreetheatre.co.uk.

Background of the OT

The OT was established in 1972 with a circle of chairs in a room above the Orange Tree pub, over the road from our current home. It is now one of the most exciting theatres in the UK and a key player in the national ecology. Early shows were produced at lunchtimes and lit by daylight through the windows. From the outset, the OT enjoyed a high level of community support and local engagement, and it produced an adventurous programme of European work, rediscovered classics, and new writing. Early on, the OT initiated work with local schools, including the Primary Shakespeare project that continues to this day. In the early 1990s, supported by ACE, the London Borough of Richmond Upon Thames, and local trust funding, the OT moved into a purpose-built theatre-in-the-round, which now seats 180 plus 10 standing. Founding Artistic Director Sam Walters ran the theatre until his retirement in 2014, when the long-term ACE grant also ended.

From 2014 until 2022, the theatre was led by Paul Miller, whose tenure combined rediscoveries and new writing, launching many careers and partnering with the Manchester Royal Exchange, RSC and National Theatre. During this period, the theatre's funding was rebalanced with a strong network of individual giving including up to a thousand Members and Patrons.

The current leadership team of Hanna Streeter (Executive Director) and Tom Littler (Artistic Director) are transporting the OT forward with a strategy that takes us from strength to strength. The ambitious programming and casting is attracting new commercial co-producing partners, while maintaining the OT's commitment to combining classics and rediscoveries with new writing and investing in new artists and the community.



Two of the OT buildings: the main theatre, and the rehearsal rooms and workshop a 2-minute walk from Richmond Train station

Job description

Job Title: Literary Associate
Responsible to: Artistic Director & Joint CEO
Working with: Carne Associate Director, Birkbeck Resident Assistant Director, Casting Associate, General Manager & Producer, Community Director

Purpose of role: The incumbent of this role, Guy Jones, was with the OT for a decade, spanning the tenures of Paul Miller (as Literary Associate) and Tom Littler (in a broader role as Associate Director). He is now joining Shakespeare's Globe to oversee their new work.

The next Literary Associate could come from many potential backgrounds. We are open to applications from theatre directors (although this is not a directing role), writers, dramaturgs, literary managers, producers, and those moving from allied professions including theatrical agents, journalists and academics.

We are looking for someone who values excellent plays; recognises the OT's unsubsidised not-for-profit but commercially resilient business model; and enjoys our blend of classics, rediscoveries, contemporary revivals, new plays, family and community work. The right candidate will be practical and hands-on: a team player keen to pitch into the day-to-day work of the OT; a negotiator keen to work with agents and co-producers; a nurturing presence for artists; and a shrewd evaluator of a wide variety of plays.

The Literary Associate will work closely with the artistic team to invest in and develop our OT New Artists programme, which includes a successful Writers' Collective.



She Stoops To Conquer, photo by Marc Brenner



That Face, photo by Johan Persson

Responsibilities



Literary and Programming

- Build and maintain the OT's relationships with literary agents (both living writers and estates) and playwrights, seeking out the best possible work for the OT stage.
- Manage the receipt and processing of scripts from agents and co-producers, including making recommendations to the Artistic Director and turning down work in a timely, respectful way.
- Read and see as much appropriate and relevant work as possible.
- Advise and support the Artistic Director in programming, and work with the Carne Associate Director to programme ancillary events including lunchtimes/Sundays.

Ambassadorial and Networking

- Attend productions, readings and workshops to scout for artists and work suitable for the OT and respond to invitations courteously and efficiently.
- Meet artists, especially writers and directors, and co-producers interested in working at the OT; identify and cultivate relationships with artists who might work at the OT.
- Seek opportunities to co-produce or co-commission work where appropriate.

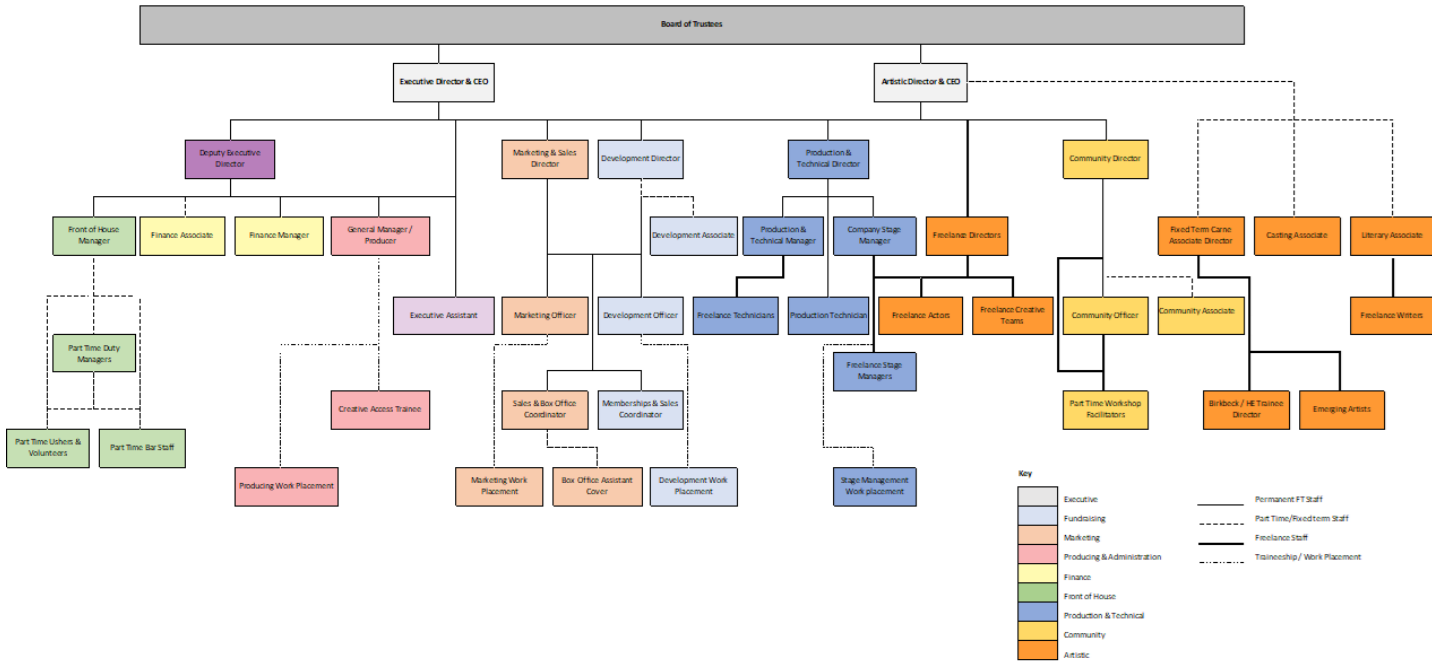
Dramaturgy and Pastoral

- Develop and note scripts under commission or in production.
- Support dramaturgically and pastorally the writers and directors working at the OT, understanding when and how to intervene.
- Enrich the OT staff's understanding of the context and content of the writing happening in the theatre.

OT New Artists

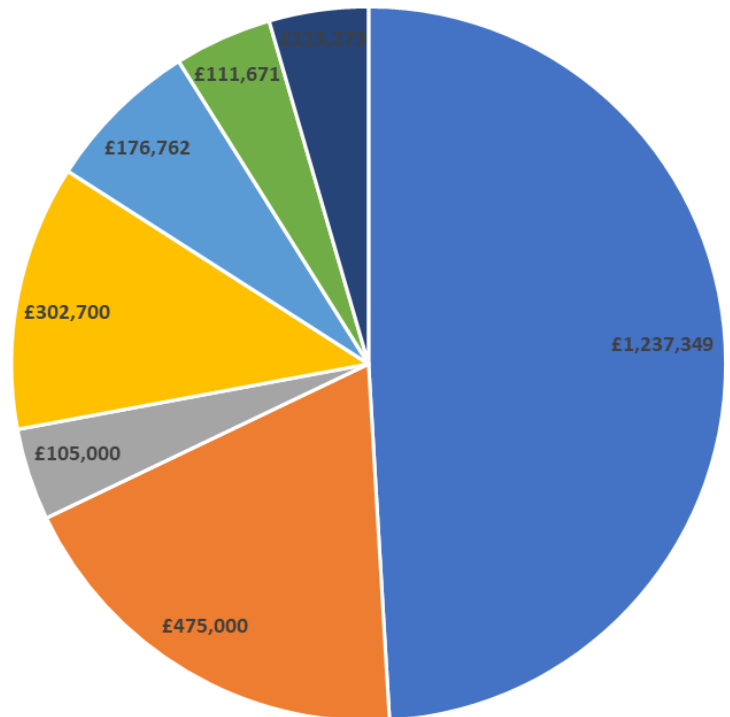
- With the Carne Associate Director, to lead the OT's engagement with new and earlier-career artists, and the fundraising and infrastructure to support this.
- Lead the OT's engagement in the annual JMK Young Directors Award, including forming a shortlist of plays with rights agreed in principle.
- Lead the [OT Writers' Collective](#) including recruitment and development.

Staff structure



23/24 Income Breakdown

- Box Office
- Fundraised Income
- Richmond Council Grant
- Theatre Tax Relief
- Co-production Investment
- Community Projects
- Bar Trading





Rehearsals for *The Swell* photo by Ali Wright



Contract and terms

Title of post: Literary Associate

Salary: £30,000 per annum pro-rata (0.5 contract): £15,000

Contract: Permanent part-time, subject to a probationary period of 6 months

Notice: 2 months following a probationary period of 6 months

Holiday entitlement: Pro-rata (0.5) of: 21 days a year, plus 8 statutory bank holidays. Increases after 1 year of service, capped at 4 extra days after 4 years (25, plus bank holidays)

Hours: Part-time, 20 hours per week. Remote working is possible but regular OT attendance is essential. Evening and weekend work is expected for this role.

Staff benefits

- Training and professional development
- Excellent public transport links
- Public transport season ticket loan
- Cycle to work scheme
- Auto-enrolment pension contributions, where eligible
- 40% discount in the OT Bar and free tea/filter coffee
- Flexible hours
- Dog friendly office
- Lots of local green spaces: Richmond Park, Richmond Green, Richmond Riverside
- Free monthly team theatre trip
- 2 free tickets to all OT shows
- Staff ticket to all press nights and post-show parties
- Free lunch before all press nights
- Staff socials & rehearsal room drinks
- Monthly staff script readings

To apply

Deadline: 10am Thursday 16th May 2024

Interviews: w/c 27th May 2024

To apply please send a CV with 2 references (including your current or latest employer) along with a 2-page cover letter by email marked **Literary Associate** to jobs@orangetreetheatre.co.uk. In your letter, please write a single paragraph to recommend a *well-regarded post-1974 play with a cast of no more than four actors* which you would like to see staged at the OT as part of the [JMK Young Directors Award](#), and a single paragraph to recommend a *rarely revived pre-1974 play* for a rediscovery/revival at the OT.

Please also complete the Equal Opportunities Form here: <https://forms.gle/4N78iTCVXDtXp8g49> We welcome applications from candidates who may be returning to work after a pause in their career or who are looking to balance a role with their wider caring or parenting responsibilities.

If you would like an informal conversation about the role, please email outgoing Associate Director, Guy Jones guy.jones@orangetreetheatre.co.uk or to hear more about the OT and its culture, please email General Manager & Producer sarah.murray@orangetreetheatre.co.uk.

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As You Like It: Primary Shakespeare, photo by Harry Plowden