

CREATIVE ASSISTANT

Part-time | 2 days per week (16 hours)

Start date: April

Application deadline: 13 February

Interviews: 20 February

ABOUT KALI THEATRE

Kali Theatre develops and presents thought-provoking, contemporary theatre by women and non-binary writers of South Asian descent. We seek out and nurture talented writers, bringing their experiences and stories to audiences from all backgrounds to transform UK theatre and better reflect the diversity of modern Britain.

Our current programme includes:

- An **annual production** and tour of a new play
- **Festival** – a biennial new play development programme culminating in a week of script-in-hand performances
- **Discovery** – a biennial six-month programme supporting grassroots writers in London and regional hubs, culminating in public showcases
- **Dramaturg training** for women of South Asian descent – the first of its kind in the UK
- **LGBTQI+ writer workshops** exploring contemporary themes

For more information, visit www.kalitheatre.co.uk

THE ROLE

The Creative Assistant supports Kali Theatre across administration, production, marketing, and creative development. Working closely with the Artistic Director and General Manager, this role is ideal for someone highly organised, creatively engaged, and interested in theatre-making, writer development, and producing.

This is a **part-time role of 2 days/16 hours per week (0.4FTE)**

- **2 days per week office-based**

Occasional working from home by mutual agreement

Exact working days will be agreed with the successful candidate.

KEY RESPONSIBILITIES

Administration (core responsibility)

- Provide administrative support to our writer programmes, rehearsals, workshops, readings and productions
- Provide general admin support to the Artistic Director and Executive Director
- Support casting process for productions and reading
- Issue cast agreements for readings using existing templates

- Book travel & accommodation for Artistic Director and casts of our annual touring production
- Prepare and distribute contact lists, company information and scripts
- Support Press Nights and VIP events
- Help manage comp lists for productions & readings
- Collate & organise audience & participant feedback, and reviews of productions
- Manage and market meetings of the Online Writer Forum with the facilitator
- Maintain archives, mailing lists, writer data base
- Undertake any other reasonable administrative tasks in support of the company

Marketing & Social Media

- Plan, create and post content for the company's social media platforms
- Plan and deliver social media and email campaigns for public events
- Prepare and send regular newsletters using Mailchimp
- Devise email campaign for productions and seasons of readings
- Update and maintain the website
- Create marketing materials using Adobe InDesign and Adobe Creative Suite
- Edit, and subtitle video content for digital platforms
- Research relevant community and/or local organisations to market productions to
- Request & set up PS swaps with other theatre companies and include their swaps in our newsletters
- Obtain and collate biogs from casts and creatives for website and programmes
- Prepare simple paper programmes for readings and downloadable PDF programmes for productions

Script Management & Writer Liaison

- Maintain a log of submitted scripts and who has read them
- Read scripts and provide admin support to script development activity
- Assist with script circulation, tracking, and open call submissions
- Organise copies of scripts with redacted writer names for readers panels

Research

- Research funding opportunities to support development programmes
- Undertake background research to support funding applications
- Undertake production and sector research as required

PERSON SPECIFICATION

Essential

- At least 1 to 2 years' experience in an arts or charity administrative role
- Strong organisational and communication skills
- Social media knowledge and confidence in creating content
- Working knowledge of Adobe InDesign and Adobe Creative Suite
- Good IT skills including email, Word, Excel and corresponding Google docs
- Ability to work both collaboratively and independently, and to self-prioritise tasks
- Strong attention to detail, spelling, and grammar
- Interest in theatre and contemporary storytelling

- Knowledge of South Asian culture and awareness of the barriers to full participation in UK theatre by South Asian women

Desirable

- Theatre production experience
 - Experience of funding research and supporting bid writing
 - Experience of workshops in a theatre or creative context
 - Understanding of the UK theatre ecology, including national & regional contexts
 - Familiarity with new writing theatre companies or comparable arts organisations
 - Website management experience
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TERMS & CONDITIONS

Salary £14,248 per annum

(£35,620 full-time equivalent (FTE) based on 40 hours per week)

Hours

- 16 hours per week
- 2 days per week (0.5 FTE)
- Standard working day: 10am–6pm including 1-hour paid lunch

Occasional evening and weekend work may be required with Time Off in Lieu (TOIL)

Contract Initial 6-month contract, to be extended subject to performance and continued company funding

Holiday 12 days paid holiday per annum plus statutory holidays. Pro-rata for the initial 6month contract period.

HOW TO APPLY

Please email

- Your CV
- A **separate attached** document (approx. 300 words) outlining your interests, why you would like to work for Kali Theatre, and how you think your skills and experience relate to the job description and person spec.

To Executive Director Chris Corner chris@kalitheatre.co.uk