

# Mind the Gap

## Job Pack – Assistant Director Internship

If you would like to talk about the information in this pack, or have any questions, please phone Deborah: 01274 487390 or email [deborah@mind-the-gap.org.uk](mailto:deborah@mind-the-gap.org.uk). (I usually work on Tuesdays, Wednesdays and Thursdays.)

This pack contains information about the Assistant Director Internship at Mind the Gap:

Information about the Internship

Job Description

Details of how to apply

Find out more – Discover Sessions

**Mind the Gap** is one of Europe's leading learning disability theatre companies creating bold, cutting-edge work for UK and international audiences. The company is dedicated to creating equal opportunities for people with learning disabilities in the arts sector.

Explanation of some important words in the pack:

**Internship** - the position of a trainee who works in an organisation in order to get work experience

**Candidate** - a person who applies for a job

**Director** - the director brings a production to life on the stage; they guide and oversee the creative vision of the project. The Director leads rehearsals and directs the actors to tell the story as clearly as possible. They work with set designers, lighting designers and sound designers to create the world of the play.

**Assistant Director** - assists the Director to create a theatre production.

**We look forward to hearing from you.**

## Information about the Assistant Director Internship:

Mind the Gap theatre company is offering a 6-month part-time, paid internship for an Assistant Director. This person will work on a new, spectacular, outdoor production called Zara; Daughters of Fortune and other Mind the Gap projects.

This is an opportunity for someone with a learning disability to develop their professional theatre skills, by working with Mind the Gap in a supported and enjoyable environment.

### What will you learn?

- Practical skills to start a career as an Assistant Director
- About the rehearsal process
- Knowledge and understanding of the work of a Theatre Director
- An understanding of how theatre productions are made
- How to create theatre to a high standard
- Understand the roles of other theatre professionals involved in creating theatre productions.

**Dates of Employment:** 3 December 2018 to 31 May 2019

**Hours:** 16 hours per week. (We may ask you to work some evenings and some week-ends. We will work with the successful candidate to manage the internship around their specific needs.)

**Duration:** 6 months

**Salary:** National minimum wage - £5.90 (for people aged 18 to 21), £7.38 (for people aged 21 to 24), £7.83 (for people aged 25 and over). We will discuss payment options with you in line with any benefit arrangements.

**Deadline for Applications:** 29 August 2018

**Interviews:** 3 – 7 September 2018

**Base:** You will be based at Mind the Gap Studios, Silk Warehouse, Patent Street, Bradford BD9 4SA.

**Access:** The building is fully accessible. Your full access requirements will be discussed and agreed before you start.

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## **Job Description – Assistant Director Internship:**

### **Role and Responsibilities:**

To work closely with Mind the Gap Director and assist on the production of Zara: Daughters of Fortune and other projects.

The role will be adapted to the skills of the successful candidate. We are open to applications from people with learning disabilities and any other access requirements. Appropriate support and equipment will be provided as needed.

The role will involve a wide variety of activities.

To apply for this job, you must be willing to do, or learn, the essential activities and skills listed below.

### **Essential Activities:**

- Assist the Director to deliver the creative vision of the show
- Attend rehearsals and company meetings
- To take notes and create documents as needed
- Take part in games and warm-ups
- Contribute to discussions about creative ideas

### **Essential Skills:**

- Able to work well in a team
- Well organised and good planning skills
- Have a positive and helpful attitude
- To be able to use email
- Ability to listen and observe carefully
- To use the internet to look for information
- Good attention to detail
- Good time-keeping and commitment
- An interest and enthusiasm for theatre

To apply for the Assistant Director Internship, you should be over the age of 18 on 1 September 2018.

**We want to hear all about you and your skills.**

## How to apply:

If you think this is an opportunity for you, then fill in an Application Form. You can download it from the web-site at [www.mind-the-gap.org.uk/jobs](http://www.mind-the-gap.org.uk/jobs) or ask for it to be sent to you by post by phoning Deborah on 01274-487390 or email at [deborah@mind-the-gap.org.uk](mailto:deborah@mind-the-gap.org.uk)

Once you have filled in the Application Form you will need to provide more information about yourself by answering the questions below.

### QUESTIONS

- Which Internship are you applying for?
- Why would you like to do this role?
- What experience do you have in theatre?
- What skills do you have to do the role?

You can answer the questions in different ways:

1. In writing – you can write a Document up to two pages of A4 long
2. By making a short video recorded on a mobile phone – you can record up to 5 minutes
3. By recording an audio file on a mobile phone – you can record up to 5 minutes

Send your application back with the Document or with a link to the video or audio file **either by email to** [deborah@mind-the-gap.org.uk](mailto:deborah@mind-the-gap.org.uk)

**or by post to:** Mind the Gap, Silk Warehouse, Patent Street, Bradford BD9 4SA.

**The deadline for applications is 29 August 2018.**

### What happens next?

When we have received your application we will contact you to let you know that we have received it. Your application will be reviewed by a panel of three people, who will select a short-list of candidates for interview.

If you are short-listed, you will be invited to come for an interview between the dates of 3 September and 7 September 2018.

We will send you all the information you need to prepare and ask you if you have any access needs.

You can bring someone with you to the interview if you like.

We will also let you know if you have not been selected for interview.

## **Find out more at one of our Discover Sessions:**

Come to one of our Discover Sessions to find out more about the job of a Theatre Director and meet some of the staff and students who work at Mind the Gap. We are also running workshops about the roles of a Theatre Producer and a Creative Engagement Facilitator. Contact us to find out more about these roles.

You do not have to attend one of the Discover Sessions to apply for the Assistant Director Internship.

### **Discover Sessions:**

Three workshops about the roles of a Producer, Director and Creative Engagement Facilitator in theatre

You can attend the Director workshop on its own. Or you can attend all the workshops and find out about the roles of Theatre Producer and Creative Engagement Facilitator too. (Link to web-site)

To book a place at one of the Discover Sessions, please contact Deborah by Friday 10 August by telephone or email [deborah@mind-the-gap.org.uk](mailto:deborah@mind-the-gap.org.uk)

The Discover Sessions will take place at four different locations in West Yorkshire on different dates:

### **Monday 13 August**

**Orange Box, 1 Blackledge, Halifax, HX1 1AF**

1:30pm – 2:30pm Producer workshop

2:30pm – 3:30pm Director workshop

3:30pm – 4:30pm Creative Engagement Facilitator workshop

### **Wednesday 15 August**

**First Floor, St. Peters Building, 6 St Peter's St, Leeds, LS9 8AH**

1:30pm – 2:30pm Producer workshop

2:30pm – 3:30pm Director workshop

3:30pm – 4:30pm Creative Engagement Facilitator workshop

### **Friday 17 August**

**Walker Studio, Wakefield Theatre Royal, Drury Lane, Wakefield, WF1 2TE**

10:30am – 11:30am Producer workshop

11:30am – 12:30pm Director workshop

12:30pm – 1:30pm Creative Engagement Facilitator workshop

### **Saturday 18 August**

**Mind the Gap Studios, Silk Warehouse, Patent Street, Bradford, BD9 4SA**

10:30am – 11:30am Producer workshop

11:30am – 12:30pm Director workshop

12:30pm – 1:30pm Creative Engagement Facilitator workshop