

## **Freelance Assistant Director - GROW**

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## **1. About November Club**

November Club's ambition is to create exceptional and remarkable theatre in unusual places from our home in Northumberland. Our vision is to change the sense of what can be achieved creatively in our region, leading to healthier, happier communities.

We work in areas with limited access to, or engagement in, the arts, primarily Northumberland's rural and coastal communities and those within South East Northumberland. In all our work we strive to be joyful, ethical, welcoming and brave.

November Club has won multiple awards and has been recognised for dynamic and groundbreaking work in heritage spaces including Wallington Hall, Seaton Delaval Hall, Woodhorn Colliery and Blickling Hall. November Club is led by award winning site-specific theatre maker Joe Hufton.

## **2. GROW Development Programme**

Launched in June 2023, GROW is November Club's development programme, offering a range of opportunities for individuals at all stages of their career, working across performance, creative and production roles.

By weaving GROW opportunities throughout our artistic programme we hope to inspire people to work in theatre and help to ignite and sustain careers, contributing to a flourishing and representative workforce for theatre in the North East.

For more information visit [www.novemberclub.org.uk/grow](http://www.novemberclub.org.uk/grow)

## **3. Opportunities to find out more**

If you are interested in applying and would like to find out more about the role and/or working with November Club:

- You can email questions directly to [info@novemberclub.org.uk](mailto:info@novemberclub.org.uk), and either Louise Taylor-Asheg (she/her), Participation & GROW Producer or Joe Hufton (he/him), Artistic Director will get back to you.
- Find lots more information about November Club, our team and our artistic programme on our website [www.novemberclub.org.uk](http://www.novemberclub.org.uk)

## **Freelance Assistant Director - GROW**

### **4. Role Description**

November Club are seeking a North-East based freelance Assistant Director to assist Artistic Director, Joe Hufton, in delivering his creative vision on several projects during 2024 – 2025.

The role is part of the Ignite strand of our GROW Development Programme, which aims to help ignite careers and support individuals to develop skills and build confidence. It provides an opportunity to gain in-depth understanding of how November Club produces site specific, immersive and co-created work of different scales, and benefit from a GROW development package for personal professional development.

The Assistant Director will support the following projects:

### **5. Cambois Hidden Depths – Summer/Autumn 2024**

Working across the communities of Cambois, North Blyth and East Sleekburn, 'Cambois Hidden Depths' is a project capturing, interpreting and celebrating the hidden heritage of this post-industrial area. We are working with community organisations, heritage and business partners and local schools to celebrate heritage across the community.

The project has already commenced with a series of micro-projects working with local community residents and organisations based in

Cambois; including the Miners Institute - 'The Tute', the Primary School, the Church and the Camera Club. It will culminate with an event in Cambois showcasing the work produced, on Friday 27 and Saturday 28 September 2024. There will be heritage film screenings, exhibitions of Cambois' past, new commissions in dance, performances of new writing and large-scale projections.

The Assistant Director will assist Joe Hufton in the directing and creation of the theatre stand of this work.

## **6. New Project Development – Spring 2025**

Between September 2024 and April 2025, we will engage Northumberland communities as decision makers, participants, co-creators and performers to uncover and reimagine our relationship with the environment.

This research & development process, involving a professional writer, designer and composer, will culminate with script-in-hand performances of a new, immersive 20 - 30-minute play. Performances will take place in a unique mobile theatre space with and for communities experiencing rural, social or economic exclusion.

## **7. Otterburn Mill Immersive Show – Summer 2025**

November Club has been commissioned by Otterburn Mill to realise a show that tells the history of Otterburn Mill, the textile trade in Northumberland and its global impact.

Our shared aims are to:

- Uncover and highlight the history of Otterburn, Otterburn Mill and its role in the global textile trade.
- Engage the local community in the telling of this history.
- Create a theatrical celebration of the history of Otterburn Mill with community participation.

The audience will experience an immersive story across 4-5 spaces inside and outside Otterburn Mill. Many of the proposed spaces are not open to the public and will be accessed for the first time.

The Assistant Director will assist Joe Hufton in the directing and creation of the Otterburn Mill performances.

## **8. Rates, Dates and Time Commitment**

The contract will start end of May/early June 2024 and end by 31 July 2025. A fee of £4,500 will include production/project prep and 5 weeks of rehearsals:

- 22 – 28 September 2024 – Cambois Hidden Depths
- 1 week dates TBC March/April/May 2025 – New Project
- 3 weeks June 2025 – Otterburn

The Assistant Director will work flexibly, to be agreed with the Artistic Director, and will include half days, evening and weekend working.

## **9. Location Requirements**

The role will involve a combination of in-person meetings and rehearsals, and remote/flexible working for desk-based tasks. Hybrid working may be possible for some meetings, to be mutually agreed in advance.

As this role will involve working in Cambois, North Northumberland and Otterburn, locations that are either geographically remote or with limited transport infrastructure, applicants must feasibly be able to travel independently. Ideally the successful candidate will have a driving licence and/or access to a vehicle.

## **10. Grow Development Package**

This role is part of our GROW Development Programme. In addition to the freelance contract the following development package will be available:

- 8 hours of external mentoring
- £400 personal CPD budget
- Introductions to regional contacts, including one in-person facilitated meeting.
- Access to hot-desking space at the November Club office.



## 11. Key Deliverables

- Attend regular meetings with November Club's Artistic Director.
- Attend wider meetings relating to all three projects (i.e. producing, production and creative) alongside November Club's Artistic Director, taking notes and sharing feedback/actions/notes with team members as appropriate.
- Provide research materials as requested by the Director.
- Assist with casting as required.
- Contribute to creative discussions when needed.
- Assist with rehearsal scheduling.
- Support the Artistic Director during rehearsals including keeping track of script changes, supporting community cast members, taking/giving notes.
- Lead understudy/supplementary rehearsals as required.

## 12. Your Skills and Experience

### Minimum Criteria

- Some previous experience as Assistant Director, or Director.
- Excellent communication and interpersonal skills, able to be positive and approachable when dealing with a wide range of people including performers, participants and creative/production team members.
- Ability to give strong notes and to be observant and constructive when watching rehearsals and performances;
- Ability to run a room with confidence – in a rehearsal and/or workshop context – supporting professional artists, participants or community performers;
- Excellent organisational skills and ability to prioritise and meet deadlines.
- An interest site specific and immersive theatre, and co-creation approaches and a desire to develop skills and experience in these areas.

- Access to a car / ability to travel to Cambois, North Northumberland and Otterburn.
- Based in Northumberland or Tyne & Wear.

It would be great (but not essential) if you also had:

- Experience of site specific and immersive theatre, and co-creation approaches.

You'll notice that we haven't defined this role by career-level, age or years of experience. Conversations with freelancers have highlighted that these definitions aren't always useful or inclusive and don't account for the fluidity of freelance careers, the ability to move between different roles within theatre making and the positive impact that professional development opportunities can have for individuals at any point in their working life.

## 13. How to Apply

You can apply in written, audio or video formats.

Please include 'Assistant Director' in the subject line of your email.

**Written applications**, please email to [info@novemberclub.org.uk](mailto:info@novemberclub.org.uk):

1. Your CV, with relevant experience highlighted.
2. A statement of up to 500 words to about why you're interested in the role, examples of how your skills and experience meet the minimum criteria, and how this role would help your development.

**Audio & video Applications**, please email to [info@novemberclub.org.uk](mailto:info@novemberclub.org.uk) or share/link via WeTransfer, Office 365 or Google Drive:

1. Your CV with relevant experience highlighted OR an audio/video file of up to 2 minutes highlighting relevant experience from your CV.
2. 3 - 4 minutes letting us know why you are interested in the role, examples of how your skills and experience meet the minimum criteria, and how this role would help your development.

## 14. Timeline

- Deadline for applications **9am Monday 13 May**. We will acknowledge safe receipt of your application by email.
- Email sent to those selected for interview **Wednesday 15 May**.
- Deadline to respond to invitation to interview **12 noon Friday 17 May**.
- Interview questions sent to confirmed interviewees by **5pm Friday 17 May**.
- Interviews **Thursday 23 – Friday 24 May**.
- Unsuccessful applicants notified by **Wednesday 29 May**.
- Initial meetings/Induction **Wednesday 29 May – 7 June**.

## **15. Interviews**

November Club offers hybrid interviews, with both in-person and zoom options available.

As part of improving our offer to freelancers and making interviews more accessible, we will be upfront about the questions you will be asked and what we will discuss.

You will be given the opportunity to ask questions during the interview, if you would like to.

November Club will reimburse reasonable costs of travelling to attend an in-person interview.

## **16. Equal Opportunities and Allyship**

As an equal opportunities employer we strive to create an inclusive environment that reflects the communities of our region, and foster an ally culture of collective learning, accountability and support.

We welcome applications from people of all backgrounds and experiences, particularly those who are underrepresented or experience barriers to career development within the theatre sector.

## 17. Disability Confident



November Club is Disability Confident Committed. We will ensure that a fair and proportionate number of disabled applicants that meet the minimum criteria for this position will be offered an interview.

If you feel this would apply to you, please let us know at the point of submitting your application.

## 18. Accessibility

November Club is committed to meeting everybody's access requirements including any reasonable adjustments and arrangements for interview. We have allocated budget for this.

Shortlisted applicants will have an opportunity to inform us of requirements after they are invited to interview.

If you have access requirements relating to submitting an application or wish to discuss access requirements for interview in advance, please contact Louise Taylor-Asheg on [louise@novemberclub.org.uk](mailto:louise@novemberclub.org.uk) or 01670 457808.