

ASSISTANT TO THE ARTISTIC DIRECTOR

Application Pack



REACH
BEYOND
THE
ORDINARY



HELLO FROM THE EXECUTIVE TEAM



Hi there,

We know what it feels like to be where you are: reading an application pack, full of excitement and nerves about what could be, trying to imagine yourself in a new place, in a new job, working with new people.

Natalie has been at Northern Stage since November 2020, moving cities and jobs in the middle of a pandemic to take up her post. Our newly appointed Chief Executive is Michael Slavin, bringing with him a wealth of experience in theatre leadership, commercial operations and hospitality. Michael's arrival signals a new leadership structure, with the creation of his role to work in close partnership with Natalie. Together, they will steer the organisation through its next stage of development, strengthening its role as a beacon for creativity, community and cultural life in the North East.

We work with a company of brilliant people, some of whom know Northern Stage inside out, and others who are just starting to put down roots. They're all passionate about what we do and together are one of the friendliest teams in theatre.

You'll be joining Northern Stage at an exciting time. We have a refreshed strategy that reflects who we are and how we can be of true service to the audiences and communities of the North East.

So take the leap. Come on the ride with us. We can't wait to meet you.

Michael Slavin
Chief Executive

Natalie Ibu
Artistic Director



GET TO KNOW US



Northern Stage is the largest producing theatre in the North East of England, at the heart of a rich and diverse creative community stretching from Tweed to Tyne and Tees. We support artists, writers, makers, young people and communities, digital creators and businesses who exist for more than just profit.

Based in the heart of Newcastle Upon Tyne on the edge of Newcastle University's city centre campus, we have three stages that enable us to work with an ever-expanding network of artists to share the most entertaining, surprising and imaginative stories from around the world. Our passion for developing northern talent is key to what makes Northern Stage an inspirational and creative place where everyone is welcome.

THE ROLE



ASSISTANT TO THE ARTISTIC DIRECTOR

Responsible to:

Artistic Director

Purpose of the role:

The Assistant to the Artistic Director provides high-level administrative and organisational support to the Artistic Director at Northern Stage.

This is a fast-paced role at the centre of the organisation, requiring exceptional organisational skills, sound judgement, and the ability to manage complex and constantly shifting priorities. The Assistant will act as the primary point of coordination for the Artistic Director's time, helping ensure that their schedule reflects organisational priorities while maintaining a humane and thoughtful approach to diary management.

The Artistic Director is frequently working across multiple locations, in meetings, rehearsals, or travelling, meaning the Assistant will often need to work independently, anticipating needs and resolving scheduling challenges without direct supervision.

A significant part of the role involves managing and reshaping a complex diary, often requiring diplomacy, attention to detail, and persistence when coordinating multiple stakeholders. The successful candidate will be someone who thrives on organisation, enjoys problem-solving and keeping complex schedules running smoothly.

Alongside diary management, the Assistant supports with correspondence, meeting preparation, travel coordination and general administrative support, contributing to the smooth running of the Artistic Director's work across the organisation. An interest in theatre, arts and culture or working within the charity sector would be advantageous.



KEY RESPONSIBILITIES



Diary & Schedule Management

- Manage the Artistic Director's complex and fast-moving diary, scheduling and coordinating meetings with internal and external stakeholders.
- Continually review and adapt the diary in response to changing priorities, resolving scheduling conflicts and managing frequent rescheduling.
- Balance organisational priorities while maintaining a thoughtful and humane approach to time management.
- Ensure sufficient preparation time, travel time and breaks are built into the schedule where possible.

Meeting & Event Coordination

- Coordinate meetings and events involving the Artistic Director, including booking rooms, arranging hospitality, and preparing meeting papers.
- Maintain relevant planning and event management tools.
- Prepare agendas and take accurate meeting minutes where required.

Travel & Logistics

- Arrange travel and accommodation for the Artistic Director, including preparing clear and practical itineraries.
- Ensure logistical arrangements support the Artistic Director's working patterns across multiple locations.

Communications & Correspondence

- Act as the primary administrative point of contact for external enquiries directed to the Artistic Director.
- Screen and prioritise incoming communications, including emails and meeting requests.
- Draft correspondence, emails and internal communications on behalf of the Artistic Director.

Administrative & Research Support

- Prepare briefing materials, reports and presentations as required.
- Conduct research and compile information to support the Artistic Director's work and decision-making.
- Support wider administrative tasks as needed to ensure the smooth running of the Artistic Planning activity.

Professional Standards

- Maintain the highest levels of discretion, confidentiality and professionalism.
- Represent Northern Stage positively in all communications with internal and external stakeholders.

PERSON SPECIFICATION



Skills & Competencies

- Excellent organisational skills with the ability to manage a complex and frequently changing schedule.
- High attention to detail and the ability to track multiple moving pieces simultaneously.
- Strong written and verbal communication skills.
- Ability to prioritise effectively and exercise sound judgement.
- Calm and resilient under pressure, with the ability to respond constructively to frequent changes.
- High level of discretion, integrity and professionalism.
- Confident working independently and taking initiative when the Artistic Director is unavailable.
- Skilled and efficient note-taker with fast and accurate documentation skills.

- Advanced proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook).

Experience

- Experience working in a similar role, such as Executive Assistant, Personal Assistant, or senior administrative support.
- Demonstrable experience managing complex diaries and coordinating meetings involving multiple stakeholders.
- Experience working in a busy and fast-paced office environment.

Desirable

- An interest in theatre, arts and culture.
- Experience working in the arts, charity, or cultural sector.



TERMS & CONDITIONS



SALARY

FTE £26.5k (part time role)

CONTRACT TYPE

Part time, permanent

WORKING HOURS

22.5 hrs per week (0.6 FTE), some occasional evening or weekend work may be required.

LOCATION

Northern Stage, Barras Bridge, Newcastle NE1 7RH

PENSION

Northern Stage operates a contributory pension scheme (employee 5% / employer 3%)

HOLIDAYS

28 days per year, including bank holidays, rising 1 day per year of continuous service up to a maximum of 33 days. Plus the option to buy additional days.

OTHER BENEFITS

- Complimentary or discounted tickets to selected shows (non-transferable and subject to availability)
- Employee Assistance Programme which includes online and face-to-face counselling
- Flu Jab
- Free Eye Test
- Holiday Buy
- Enhanced Maternity/Paternity Leave



HOW TO APPLY



Please send a copy of your CV and an A4 cover letter, outlining your interest in this role and what skills and experience you would bring to Northern Stage.

Along with completing your CV please also complete this form: [Equality Monitoring Assistant to the Artistic Director](#).

Please send your application by email to hr@northernstage.co.uk
(Email subject - Assistant to the Assistant Director)

Alternatively, you can apply by sending a short video or audio file, telling us about you and your experience.

If you need any support to help you apply, please don't hesitate to get in touch and we will do our best to meet your needs. We particularly welcome applications from people of the Global Majority, people who are disabled, neurodivergent and people who are currently underrepresented in our industry.

Receipt of your application will be confirmed by email.

Deadline for applications: 12noon, Wed 15 Apr
Interviews: Wed 6 May



LIFE AT NORTHERN STAGE



Pictured: Northern Stage staff at Company Day, our yearly staff day out

Northern Stage is made up of people from all walks of life, who are passionate about delivering the best possible experience for our visitors.

Our flexible working policies mean that staff can balance work and life to avoid burnout and prioritise wellbeing.

Many of our roles can be worked via a hybrid model, meaning we all have the opportunity to connect with colleagues in the building on office days, and those who wish to can work from home when required.

We're big on chat at Northern Stage and encourage staff to attend weekly Tea Thursdays in our Café Bar for a chance to take a pause and catch up with friends across departments.

Our recently created book club Northern Page meets once a month to engage in lively discussion about books from all kinds of genres over a cuppa and a slice of cake.

We understand the importance of CPD and encourage staff to keep learning. For example, our communications team enjoy weekly Marketing 101 sessions to keep up to date on best practice and brainstorm new ideas to keep our audiences coming back.

OUR WORK



Our performance programme is a curated mix of self-produced and presented work from visiting theatre companies.

Each year we produce or co-produce four to six shows, including the annual Christmas production for over 5s in the 'Epic Space' of Stages 1 & 2 together. We work with partners at all scales, from independent theatre companies through to large-scale commercial producers, and tour our work across the UK.

We have a strong history of artistically excellent productions and a reputation for bold, visual shows which capture the imaginations of our audiences. These range from Red Ellen to The White Card and the global success of The Last Ship. Alongside these productions, we deliver a diverse programme of visiting work from companies including ETT, Rifco, National Theatre of Scotland, Northern Ballet, Gecko, Theatre Ad Infinitum, MILK Presents and Deafinitely Theatre.

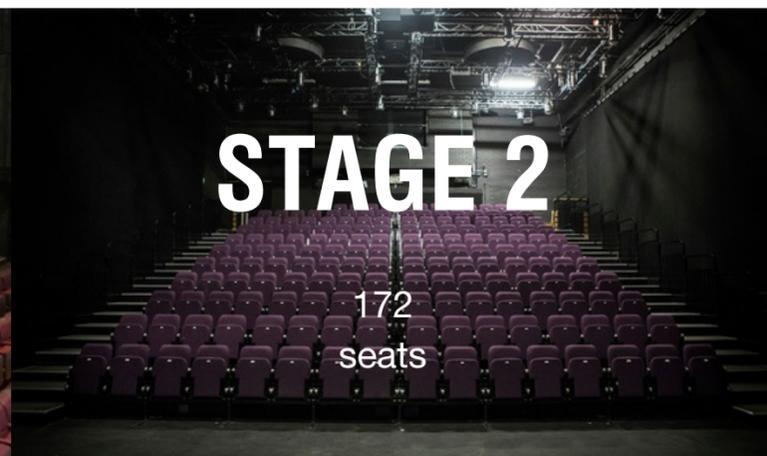
Increasingly, we are working in association with smaller and independent artists to put the resources of Northern Stage into the support of new work, enabling those artists to leverage additional funds, partners and profile.

SOME OF THE FACTS



STAGE 1

447 seats



STAGE 2

172 seats



STAGE 3

100 seats or 70 seats cabaret style

Stage 1 and 2 can combine to create our 600 seat in the round epic space!

Our annual turnover is

£4 MILLION

In 2025 we produced/ co produced **4** productions and hosted **40** productions from touring companies

Recently, we have been nominated for **15** awards and we won **7** of them
Trustee Board of the Year at the North East Charity Awards; Excellence in Touring for I, Daniel Blake at the UK Theatre Awards ; Best Family Arts Activity for Best Summer Ever at the Fantastic for Families Awards; Most Inspiring Employer (small business) at the North East Chamber of Commerce's Inspiring Female Awards ; Best Performing Arts Theatre 2023 at the Northern Enterprise Awards; Performing Artist of the Year, David Nellist in I, Daniel Blake at the North East Culture Awards ; Writer of the Year, Dave Johns for I, Daniel Blake at the North East Culture Awards.

PARTICIPATION

SOME OF THE FACTS

We believe that everyone is entitled to the transformative impact theatre can bring. So learning, engagement and co-creation are central to our work. Current initiatives include:

TECHNICAL SKILLS

We're addressing the skills shortage in technical professions through a range of programmes, from work experience and a weekly tech club for young people, to collaboration with Newcastle College to deliver skills bootcamps for adults.

YOUNG PEOPLE

Our young people's programmes enable young people to learn about the many creative and backstage roles involved in theatre making.

BYKER

This famous inner-city area of Newcastle is home to our rehearsal studios at Raby Street. Our rehearsal presence in Byker has been a catalyst to a more embedded programme of activity in the local community.



A strong belief in inclusion, equality, tolerance and respect shapes the way that Northern Stage works - it's non-negotiable.

Through all strands of activity, we want to make work that is popular, accessible, politically relevant and culturally diverse. Across our annual season we try to create a balanced programme that is innovative, inspirational and financially sustainable.

We are committed to gender balanced, inclusive and diverse casting and work proactively to ensure representation both on and off stage.

MOST INSPIRING EMPLOYER, NORTH EAST CHAMBER OF COMMERCE INSPIRING FEMALES AWARDS

In 2023, Northern Stage won the Most Inspiring Employer Award, recognising our person-centred, family-friendly work policies. We believe in creating a culture and environment that recognises the pressures on life beyond work, and supporting people to help manage them - regardless of gender.

OUR VISION AND STRATEGY



OUR MISSION, VISION & VALUES

MISSION

Our mission is to be a theatre that welcomes everyone. We make and present contemporary theatre, live performance and creative programmes that spark connections, provoke curiosity and joy and explore new ways of seeing the world.

VISION

Our vision is for Northern Stage to be a leading force in making the North East a great place to create, watch and take part in theatre.

We will be informed and transformed by a dynamic and diverse community of theatre-makers, audiences, participants and collaborators who will have more opportunities to shape and participate in the cultural life of our city and our region.

Together our work will enrich the cultural life of the North East, celebrating difference, advancing inclusion, strengthening communities, and using theatre as a force for positive change in the world.

VALUES

We work with energy, passion and optimism because we believe theatre has the power to bring people together in extraordinary ways to imagine, explore and shape the future collaboratively.

We act with care and integrity and listen to the people we work with and serve, building relationships grounded in trust and honesty, learning from our experiences, and celebrating differences.

We are serious about inclusion and will question ourselves on our decisions, systems and processes and take action to advance our work with people who have been under-represented too often and for too long.

NEWCASTLE AND THE NORTH EAST

Newcastle upon Tyne is regularly hailed as one of the best and most popular cities in the UK. It's partly due to the city's compactness, which makes it large enough to be vibrant and exciting whilst small enough to feel like home.

Famous for its nightlife, sport and the warmth and generous spirit of its communities, Newcastle has two universities and a stunning Georgian city centre. It is the gateway to Northumberland and some of the most beautiful countryside in England, while the beaches of North and South Tyneside are only a 15 minute drive or 30 minute metro journey from the city centre.

Over the last 25 years the city has developed a remarkable cultural sector, heralded by Anthony Gormley's Angel of

the North and spearheaded by a series of major capital projects that created iconic new cultural spaces like The Glasshouse International Centre for Music and BALTIC Art Gallery, as well as refurbished and extended existing assets such as Live Theatre, Dance City, Tyneside Cinema and Northern Stage itself.

Today the city has a vibrant creative ecology across all art forms. Northern Stage is a core member of Newcastle Gateshead Cultural Venues (NGCV), a consortium of ten cultural organisations, operating 22 venues across visual arts, performing arts, music, dance, film, writing and literature, heritage, science archives and museums in Tyne and Wear.





THANK YOU

We look forward to receiving your application



**NORTHERN
STAGE**