

Associate Director (PT)

Role Description

The Associate Director (AD) plays a vital role in bringing Hijinx's creative vision to life, leading the artistic development and delivery of projects across our Creative Engagement programme and wider creative programme. Working closely with the Artistic Director/Co-CEO, Producer, Executive Producer and Artist Development Director, the AD will help shape ambitious, inclusive and high-quality creative experiences with and for our communities and audiences.

This is a project-based role, taking creative leadership from the early planning stages through to delivery. The Associate Director will be responsible for nurturing the creative process, creating the conditions for freelance artists and collaborators to feel welcomed, supported and empowered to do their best work.

At the heart of this role is collaboration. Working as part of Hijinx's producing team, the Associate Director will build strong relationships with artists, participants, colleagues and partners, ensuring that our values of inclusion, creativity and excellence are embedded throughout every stage of the process.

While the role will primarily focus on our Creative Engagement programme, there will also be opportunities to contribute to Hijinx's wider artistic programme, including our producing work, Unity Festival and Artist Development programme.

TERMS

Job title: Associate Director
Line Manager: Artistic Director/Co-CEO
Responsible for: Creative freelancers
Contract: 3 year fixed term (6 months' probation), with potential for extension.
Hours: Part Time, annualised - avg 2 days per week (15 hours)

This role is offered on an annualised hours basis, totalling 104 working days per year. The pattern of working days will be agreed annually, taking into account Hijinx's creative programme, project timelines and the Associate Director's availability.

Based at: Cardiff (with local, national and international travel as the role requires)
Salary/Benefits: Grade B, SCP10 starting salary £34,000 per annum (pro rata)
Hijinx offers a workplace pension scheme via Nest, Bike to Work scheme and Employee Assistance Programme.
Additionally, we offer support with developing Welsh language skills. Hijinx is committed to supporting ongoing professional development and will work closely with the postholder to ensure their training needs are met.

Holiday: 30 days per annum plus statutory bank holidays (pro rata)

Key Responsibilities

Creative Engagement

- Lead the creative delivery of Hijinx's Creative Engagement programme, including directing, co-creating and facilitating participatory activity with communities across Wales.
- Act as Creative Lead for Hijinx's ongoing community company, Odyssey Theatre, supporting the group's artistic development and delivering an annual production during the contract period.
- Attend weekly Monday evening sessions with Odyssey Theatre, supporting the development and creation of their annual production.
- Provide creative oversight across Hijinx's Creative Engagement projects, ensuring high-quality artistic experiences for participants, artists and audiences.
- Work closely with the Producer and Artistic Director to develop new opportunities within Creative Engagement, strengthening relationships with communities, partners and networks across Wales.
- Support the evaluation of Creative Engagement activity, capturing learning and embedding this into future creative development and delivery.
- Work with the Producer to support recruitment and engagement for Creative Engagement projects, building relationships with Social Services, learning disability organisations, community networks and partner organisations to maximise opportunities for participation.
- Lead the creative engagement elements connected to Hijinx touring activity, ensuring meaningful opportunities for participants and communities. E.g. workshops, talks.

Additional Directing

- Facilitate a minimum of one week of research and development per year with Hijinx Ensemble, contributing to the development of future touring work.
- Develop and direct at least one new street theatre production during the contract period, including delivery of a minimum of ten creative sessions with Hijinx Academy artists.
- Support the Artistic Director and wider creative teams through rehearsals and development periods, including facilitating warm-ups, providing notes and contributing to collaborative creative processes.
- Act as rehearsal director on tour when required.

Hijinx Unity Festival

- Work closely with the Unity Festival creative team to coordinate and deliver contributions from Hijinx Creative Engagement projects as part of the biennial festival programme.
- Ensure relevant creative, access, marketing, technical and production information is shared effectively and in a timely way with the wider festival team.
- Be available during the festival period to support the successful delivery of activity.

Safeguarding, Welfare and Wellbeing

- To be responsible for participant & actor safeguarding, welfare and wellbeing and report any absences, significant issues, or concerns to Executive Producer / Artist Development Director following our safeguarding procedure

- Remain up to date with and ensure compliance with Hijinx policies and procedures, particularly those concerning participant and freelance workers safety, well-being, and safeguarding
- Work with Artist Development Director, Executive Producer and other departments to ensure the implementation of best practice across projects

Leadership & Collaboration

- Work as part of Hijinx's producing team to support the successful delivery of Creative Engagement projects, ensuring they meet artistic, organisational and participant experience goals.
- Support the recruitment, contracting and management of freelance artists and creative teams working across Creative Engagement activity.
- Build and maintain positive relationships with artists, participants, partners, funders and stakeholders, representing Hijinx nationally and internationally where appropriate.
- Work closely with the Producer, Artistic Director and Executive Producer to identify, develop and deliver new artistic projects, partnerships and collaborations.
- Work with the Artist Development Director to create pathways between participatory activity and Hijinx's wider artist development programme, supporting progression opportunities for artists with learning disabilities and/or autism.
- Act as deputy to the Artistic Director in relation to artistic responsibilities when required.
- Work closely with the Marketing & Audience Development Manager to support the promotion and communication of creative activity, ensuring projects are effectively positioned, shared and celebrated with audiences, partners and stakeholders. Contribute to building wider awareness and understanding of Hijinx's creative programme, its artists and the impact of our work.

Finance & Fundraising

- Work with the Producer and Executive Producer to develop project budgets, manage resources effectively and support the delivery of high-quality work within agreed budgets.
- Identify fundraising opportunities connected to Creative Engagement activity and work with the Fundraising Manager to support applications, reporting and wider organisational fundraising activity where appropriate.

General Responsibilities

- Contribute to Hijinx's collaborative culture, supporting colleagues across the organisation and helping to ensure the smooth delivery of the company's work.
- Participate in training, professional development and organisational activity as required.