

A photograph of a person wearing a patterned dress, with their arms raised in the air, surrounded by a blurred crowd of people at what appears to be a concert or festival.

Job Pack

# ASSOCIATE DIRECTOR

Starting salary £34,000 per annum (pro rata)  
Part-Time (annualised)  
3-year fixed term, with potential for extension

Application deadline: 06 SEP 2026  
(midnight)



# WELCOME

Thanks so much for your interest in Hijinx and in our Associate Director role. We're really glad you're here. This pack gives you a little more insight into who we are, the role itself, and how to apply.

At Hijinx, we're driven by the belief that theatre can be a powerful force for change, connection and celebration. We create ambitious, joyful and internationally recognised work with learning disabled and autistic artists, alongside communities and collaborators across Wales and beyond.

We're proud of the culture we've built: one that is creative, supportive, curious and rooted in trust. We believe the best ideas come when people feel able to contribute fully, challenge each other, and bring their own experiences and perspectives to the table. We're excited to welcome someone who can help shape the future direction of Hijinx's creative output and continue to champion the artists, communities and partnerships at the heart of our work.

If you'd like to chat anything through before applying, or if there's anything we can do to support you or make the recruitment process more accessible, please get in touch at [jobs@hijinx.org.uk](mailto:jobs@hijinx.org.uk).

Thanks again for taking the time to consider this opportunity. We're really looking forward to learning more about you, your experience and the contribution you could make as part of Hijinx's next chapter.

BEN PETTITT-WADE  
Co-CEO & Artistic Director



## OUR VISION

A world where the arts and society are fully inclusive for Learning Disabled and/or Autistic people

## OUR MISSION

Pioneer, produce and promote professional and participatory opportunities in the arts and creative industries for LD/A people

## ABOUT HIJINX

Hijinx create exhilarating and subversive theatre that is highly acclaimed across the UK, Europe and internationally, where artists with learning disabilities and/or autism are involved every step of the way in the making and performing of their stories.

Hijinx Academies provide the only professional performance training course in Wales for learning disabled and/or autistic actors and we offer opportunities that you won't find anywhere else. We run five Academies across Wales, with over 60 Actors in training.

Through Hijinx Actors we promote our actors to the wider arts and creative industries, as well as offering employment directly in our award-winning communications training.

Hijinx recognise, respect and value individual difference. We are committed to the wellbeing of our staff, to being an Equal Opportunities employer, and attracting diverse talent from sections of the community currently underrepresented in the culture sector to help us to develop a more diverse workforce.



**WE CREATE CHANGE  
BY LIVING AND  
BREATHING OUR  
ORGANISATIONAL  
AIMS...**



**Increase representation  
of LD/A on stage and  
screen**



**Provide, champion and  
facilitate professional  
employment for LD/A  
creative professionals**



**Build confidence,  
happiness, and  
independence**



**Transform the sector to  
work more inclusively**

**Increase access to  
performance arts for  
audiences and  
communities in Wales**



**“People with disabilities are there  
to show people that we’re human  
and we want them to be  
entertained by what we do.”**

Hijinx Actor now working on large scale touring production

## ROLE DESCRIPTION.

### ASSOCIATE DIRECTOR



The **Associate Director** 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, Executive Producer, and Producer; 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.







# 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.



# RESPONSIBILITIES.

## **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.

# Person Specification

At Hijinx, we are dedicated to building a strong and diverse team, so if you think you have what it takes, but don't necessarily meet every single point on the job description, please still apply and tell us why.

| Skills & Abilities                                                                                                                                                                                         |   |  | Essential | Desirable |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|--|-----------|-----------|
| Strong directing skills, with a track record of ambitious, impactful work for a range of scales, contexts and audiences, including both traditional venues & outdoor/street or site-specific environments. | X |  |           |           |
| Ability to lead and motivate creative teams, fostering a collaborative, inclusive and supportive working environment.                                                                                      | X |  |           |           |
| Skilled in co-creation and devising processes, with or without a writer, and able to facilitate playful and imaginative approaches to making work.                                                         | X |  |           |           |
| Strong communication, stakeholder management and relationship-building skills, with the ability to collaborate effectively with artists, partners, funders and communities.                                | X |  |           |           |
| Ability to assess, manage and embrace creative risk, using problem-solving skills to navigate challenges and opportunities.                                                                                | X |  |           |           |
| An understanding of financial management and the ability to work within agreed budgets, support resource planning and contribute to effective project delivery.                                            | X |  |           |           |
| Experience                                                                                                                                                                                                 |   |  |           |           |
| Demonstrable experience as a theatre practitioner and director, leading the creative development of productions from concept through to delivery.                                                          | X |  |           |           |
| Experience creating work with, and for, diverse communities.                                                                                                                                               | X |  |           |           |
| Experience of inclusive arts practice.                                                                                                                                                                     | X |  |           |           |
| Experience of developing creative partnerships, co-productions and collaborative relationships.                                                                                                            |   |  |           | X         |
| Experience of working internationally and developing international artistic relationships.                                                                                                                 |   |  |           | X         |
| Experience working across both participatory and professional contexts.                                                                                                                                    |   |  |           | X         |
| Lived experience as a disabled artist.                                                                                                                                                                     |   |  |           | X         |

# Person Specification contd.

|                                                                                                                                                  | Essential | Desirable |
|--------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| <b>Knowledge</b>                                                                                                                                 |           |           |
| Strong understanding of inclusive practice and a commitment to embedding accessibility and inclusion within creative processes.                  | X         |           |
| Knowledge of safeguarding practice, or willingness to undertake relevant training.                                                               | X         |           |
| Understanding of environmental sustainability and commitment to sustainable creative practice.                                                   | X         |           |
| Understanding of, or willingness to learn about, Welsh language and culture.                                                                     | X         |           |
| Established network of freelance contacts within the Welsh theatre sector, with the ability to nurture and develop exciting artistic teams.      |           | X         |
| Knowledge of the Welsh arts landscape, including arts funding in Wales.                                                                          |           | X         |
| Knowledge of the disability arts sector in Wales, the UK and internationally.                                                                    |           | X         |
| <b>Attitude</b>                                                                                                                                  |           |           |
| A playful, curious and inclusive approach to creative practice, with a passion for making ambitious work that challenges and inspires audiences. | X         |           |
| Commitment to Hijinx's values, culture and mission.                                                                                              | X         |           |
| Commitment to continued professional development as an artist and leader.                                                                        | X         |           |
| Flexible and adaptable approach, with a willingness to work evenings and occasional weekends as required by the role.                            | X         |           |
| Commitment to building positive relationships and working inclusively with artists, participants, colleagues and partners.                       | X         |           |



# TERMS.

- **Line Manager:** Artistic Director/Co-CEO
- **Responsible for:** Creative freelancers
- **Contract:** 3-year fixed term, with potential for extension (6 months' probation)
- **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)



## GENERAL NOTES

Hijinx recognise, respect and value individual difference. We are committed to the wellbeing of our staff, to being an Equal Opportunities employer, and attracting diverse talent from sections of the community currently underrepresented in the culture sector to help us to develop a more diverse workforce.

The Hijinx team is small, but nimble, and punches far above its weight, supported by an incredible band of freelancers and volunteers.

- We develop and encourage our employees to grow in their roles and to be the best they can be.
- We aspire to have a collaborative approach to work whereby staff help and support each other in any way needed to ensure the smooth running of the company and delivery of the work.
- This Job Pack is indicative rather than comprehensive, and flexibility to the job role and tasks is required.
- As well as the duties and responsibilities listed and in keeping with our collaborative approach, the postholder may be required to do any other general work appropriate to their role at the direction of their line manager.
- Safeguarding - Offer of employment is subject to an Enhanced DBS check
- The successful applicant will be required to provide documentation of their right to live & work in the UK



## HOW TO APPLY

If you think you are a good fit for the role and would like to apply, please send us:

1. **A current CV** – highlighting any relevant experience, skills and qualifications.
2. **A covering letter** of no more than two sides – telling us why you're interested in the role and how your experience matches the person specification.
3. **A completed Diversity Monitoring Form** – to be completed online [here](#) please confirm in the covering letter that you have completed this form.

We know applying for jobs can sometimes feel overwhelming – especially if standard processes don't always work for you. If writing isn't your preferred way of communicating, you can send us a video or audio file (up to 5 minutes) instead of a written cover letter.

Applications should be sent to [jobs@hijinx.org.uk](mailto:jobs@hijinx.org.uk) by midnight 06 Sep 2026

### RECRUITMENT TIMELINE

**06 Sep:** Applications close at midnight  
**w/c 07 Sep:** Applications are screened & anonymised  
**w/c 14 Sep:** Shortlisting  
**22 Sep:** All applicants will have received a decision  
**02 Oct:** Interviews  
**05 Oct:** Second round interviews (if needed)  
**07 Oct:** Decision & offer made

We know everyone's circumstances are different, so we're happy to work with the successful candidate to agree a start date that feels right, taking into account existing commitments and **availability**.

### ACCESSIBILITY & INCLUSION

Hijinx recognises, respects and values individual difference. We are committed to the wellbeing of our staff, to being an Equal Opportunities and [Disability Confident](#) employer, and to attracting diverse talent from communities currently underrepresented in the cultural sector. As part of our commitment to increase the diversity of our workforce at Hijinx, we provide a Guaranteed Interview Scheme to applicants who are underrepresented on our team. You can be considered under our Guaranteed Interview Scheme if you experience racism, are Deaf, disabled, a person with a learning disability, neurodivergent, have a long-term physical or mental health condition, are LGBTQ+ or identify as working class. Provided you meet the essential criteria for the role, which is stated in the person specification, you will be invited for interview. Your guaranteed interview request will only be shared with Hijinx's HR team and the recruiting manager.

**If you would like to be considered under the scheme, please indicate this clearly in your application.**

**Important:** in certain recruitment situations such as high-peak times, we may need to limit the overall numbers of interviews offered. This will include the number of interviews offered via the Guaranteed Interview Scheme. In this situation, Hijinx will still ensure that a fair and proportionate number of applicants from underrepresented communities (that meet the minimum criteria for this position) will be offered an interview.