



Holywell Community Centre
Tolpits Lane
Watford
WD18 9QD
admin@hit-theatre.org.uk
07857 986364

Now in its 16th year, Herts Inclusive Theatre (HIT), are at the very heart of Hertfordshire's thriving arts scene, and are established as one of the county's leading inclusive theatre charities. We support and work with wonderful mix of children, young people, and adults, who collectively, encapsulate our inclusive ethos. We are open to everyone and we welcome new participants all year round.

Over 1,000 people a year, benefit from our vibrant programme of theatre activities, creative arts projects and community outreach work.

HIT are looking for a passionate, motivated and team player to join the small Watford based organisation as Associate Director.

The position is to support and deliver the company's creative output; with the Associate Director leading on the implementation of the majority of this work. The Associate Director reports to the joint CEO's and manages the Workshop Leaders, Assistants and Volunteers. Evening and weekend work will be a key part of this role. The position would be based at the organisations office at The Holywell Centre in Watford, and at various workshop and performance venues in and around South West Hertfordshire. The preferred applicant would have access to their own transport.

The post will be responsible for leading on the running of four of the six weekly daytime and out of school workshops (7.5hrs) and assisting on another (2hrs), taking the lead on holiday activities plus additional projects as and when required. There will also be an allowance of between 5 – 15 hours per week for administration work related to the role. Office opening hours are Monday to Friday 9am to 6pm, the hours must be worked within this time unless otherwise stated. The position is offered on a self-employment basis, with a rate of £10 per hour for administration, £25 per hour for leading workshops and £20 per hour for assisting. The successful candidate will be responsible for their own tax and national insurance payments. No holiday or sick payment is available currently.

The post is offered initially on a one year contract to start gradually from January 2018, taking full responsibility from 12th February onwards.

For a copy of the full job description and person specification please email admin@hit-theatre.org.uk or call 01923 216951.

To apply please send a cover letter and CV for attention of Caroline Stevens, Artistic Director to caroline@hit-theatre.org.uk or post to Herts Inclusive Theatre, The Holywell Centre, Chaffinch Lane, WD18 9QD. Deadline for applications is Monday 30th October, 5pm.

If you wish to have an informal chat about the role please give HIT's Artistic Director, Caroline Stevens a call on 01923 216951.

