



Job Title: Assistant Director

*Unpuzzled Theatre Company is looking for a young person aged 18–25 to be Assistant Director on **Revolt!**, a new intergenerational show that will take place in Basildon —no experience necessary.*

Hours	8 - 12 hours per week
Wage	National Living Wage of £12.21 per hour
Location	Basildon
Contract Type	Freelance fixed term 1st June - 6th July
Application Deadline	Wednesday 7th May at 12 noon.
Interview Date	Week commencing 12th May 2025

The Organisation:

Unpuzzled Theatre Company C.I.C. is a community-focused theatre company dedicated to creating bold, inclusive, and participatory work. We bring together people of all ages and backgrounds to tell powerful stories, focusing on social justice, local history, and collective creativity.

The Project:

Revolt! is a new intergenerational, participatory theatre project inspired by the events of the 1300s, focusing on Wat Tyler and the Peasants' Revolt. Open to people of all ages, this project invites anyone interested in exploring any aspect of theatre—whether it's acting, set building, tech support, or more. Together, we'll build this production from the ground up, leading to a live performance on Saturday, 5th July 2025.

The Role

Unpuzzled Theatre Company is seeking a passionate and creative Assistant Director to join our team for *Revolt!*, an exciting new participatory intergenerational theatre production inspired by the historic uprising of Wat Tyler and the Peasants' Revolt. Working closely with our Artistic Director, Victoria Jones, and acting team, the Assistant Director will play a key role in shaping this bold, collaborative project that brings communities together through dynamic storytelling and performance.

The Unpuzzled team will be supporting, mentoring and giving any required training to the Assistant Director. The role will be based in Basildon, primarily at rehearsal and making sessions (dates, times and location TBC). Working hours are dependent on the rehearsal and performance schedule of the project

This role is freelance and you will be responsible for paying your own taxes. If this is your first freelance role, we will be able to offer some support with this.



This role is funded and supported by Creative Estuary. [Creative Estuary](#) has a vision to forge a new future founded on creative energy and innovation, along the length of the Thames Estuary.

Key Responsibilities

The post holder will be undertaking the following duties:

Rehearsal Support:

Attend Rehearsals:

Actively participate in and observe rehearsals, taking notes and offering insights to the director.

Run Rehearsals:

occasionally lead rehearsals, such as run-throughs, speed line runs, or rehearsals. This will be done with guidance and support from Director or other members of Unpuzzled team

Rehearse Scenes:

Rehearse scenes with actors if needed, ensuring they are prepared and comfortable.

Assist with Blocking:

Help the director with blocking and movement, ensuring a clear and effective stage picture.

Facilitate Rehearsals:

Keep rehearsals running smoothly, managing time, ensuring actors are prepared, and maintaining a positive and productive atmosphere.

Administrative and Communication:

- **Communicate with the Team:** Serve as a point of contact between the director and the cast and crew, relaying information and addressing concerns.
- **Take Notes:** Keep detailed notes during rehearsals and share them with the director and other relevant team members.
- **Production Meetings:** Attend production meetings, take minutes, and help implement decisions.
- **Scheduling:** Assist with scheduling rehearsals, tech rehearsals, and performances.
- **Contacting Cast and Crew:** Contact cast and crew members with information about rehearsals, call times, and other important details.
- **Attendance:** Check attendance sheets and communicate with cast members about tardiness or absences.
- **Run Errands:** Assist with running errands, such as making copies, leading guest artists to rehearsal space, or grabbing coffee.

Creative Assistance:

- **Script Analysis:** Read and study the script, discussing interpretation and production concept with the director.
- **Casting Assistance:** Assist with the casting process, if needed.
- **Creative Problem-Solving:** Help the director brainstorm and solve creative problems that arise during the production process.
- **Research:** Conduct research on the play or production concept, if needed.



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- **Maintain Script:** Keep an up-to-date copy of the script, noting any changes or additions.

Technical Rehearsal Support:

- **Attend Technical Rehearsals:** Attend all technical rehearsals, taking notes and assisting with any technical issues that arise.
- **Assist with Tech Issues:** Help troubleshoot technical problems during rehearsals.
- **Coordinate with Technical Crew:** Work with the technical crew to ensure that the show runs smoothly during performances.



Person Specification: The following Person Specification is a guide only. You do not need any formal qualifications or to meet every criteria to apply. We welcome applications from people who can demonstrate transferable skills and enthusiasm for the role of Assistant Director.

Skills	Attributes
<ul style="list-style-type: none"> ● Good communication – able to clearly share ideas and updates with the team, cast, community participants and external contacts ● Strong organisational skills and attention to detail - Note-taking, keeping track of rehearsal notes, blocking, and feedback for future reference ● Basic admin skills – including writing emails, scheduling, and maintaining rehearsal documents ● Good interpersonal skills – building a relationship with participants and leading warm ups or activities ● Basic tech or stage knowledge (<i>desirable</i>) – understanding of lights, sound, props, or stage management ● Basic knowledge of social media to assist with event promotion 	<ul style="list-style-type: none"> ● Friendly and approachable – able to build positive relationships with people of all ages and backgrounds ● Supportive and team-focused – keen to help others succeed and contribute to a collaborative atmosphere ● Willing to learn – open to new experiences and eager to develop theatre-making skills ● Respectful of all ages and backgrounds – values diversity and creates a welcoming space for all participants ● Patient and calm under pressure – able to stay level-headed during rehearsals or when things get busy ● Reliable and responsible – trusted to complete tasks, show up on time, and be a steady presence ● Good timekeeping – punctual for meetings, rehearsals, and key project moments ● Positive attitude – brings energy, encouragement, and a can-do approach to the work ● Passionate about community theatre and/or history – motivated by meaningful storytelling and working with people



Eligibility

Due to the criteria of the funding of this position, to be eligible to apply for this role you must be:

- Aged between 18 and 25 at the time of appointment
- Currently residing in one of the following districts of South Essex or North Kent: Basildon, Canterbury, Castle Point, Dartford, Gravesham, Medway, Southend, Swale, Thanet or Thurrock.

How to apply

To apply please put together the following:

- A written CV listing your education and any paid or voluntary work experience you have
- Either a written covering letter or a video/audio recording telling us why you would be good for this role and how you meet some or all of the criteria outlined above.

Then please email both of these to victoria@unpuzzledtheatre.com