



APPLICATIONS FOR ADMINISTRATOR

Thank you for your interest in the position of Administrator at Tamasha Theatre Company.

Please find attached:

- Job Description and Person Specification
- Application Form
- Equal Opportunities monitoring form

Large print copies of this pack and the information contained in the links to Tamasha's website, are available by contacting Tamasha on 0207 749 0090 or emailing stella@tamasha.org.uk

If you would like to discuss any aspect of the role before applying, please contact me on the office number or email below.

The closing date for applications is 6pm on Weds 12th June 2019.

We look forward to receiving your application.

Valerie Synmoie
Executive Director
Tamasha Theatre Company
Valerie@tamasha.org.uk
020 7749 0090

APPLICATION PACK

About Tamasha

Tamasha is Britain's foremost touring theatre company producing new plays inspired by the diversity of our globalised world. Our work places the voices of emerging and established artists from culturally diverse backgrounds centre stage. Our approach is boldly investigative and located along 'cultural fault lines', leading the debate around the meeting points and multiple narratives of contemporary Britain and beyond.

- We present [new plays](#) from seldom-heard voices that tour to venues across the UK
- We train theatre artists and young people through [Tamasha Developing Artists](#)
- We facilitate theatre-makers to engage creatively with communities and audiences

Tamasha Developing Artists (TDA) is a national artist development programme providing training and tangible professional opportunities for emerging and established theatre artists throughout their careers. TDA has an outstanding track record in providing ladders of opportunity, and artist-centred routes of progression from training to employment. TDA offers a range of workshops, development commissions, bursaries, traineeships and showcase opportunities, as well as ongoing professional support. In the last 5 years we have provided developmental opportunities to over 1500 artists. Our artist network has grown to over 1740 and is without doubt one of the most diverse in the UK.

'Tamasha work tirelessly to find and develop new diverse talent for the theatre. I have seen many actors and writers progress significantly with their guidance and support. Tamasha is living proof that great creative work and diversity go hand-in-hand.'

Lorraine Heggeseey, Executive Chair, Boom Pictures (Ex-Controller BBC1)

Visit tamasha.org.uk for more about the company. You can also [read a recent blog by Artistic Director Fin Kennedy](#) on why we put a playwright-led collective at the heart of Tamasha.

About the role

The Administrator is a vital position within the company, responsible for ensuring the smooth operation of all administrative functions.

This is an excellent opportunity for career development whilst helping to shape a vibrant company building on a long history of diversifying the UK theatre landscape.

How to apply

Please complete the application form and return it along with an up to date CV (no more than 2 sides A4) and a covering letter, which should include:

- Specific reference to the job description & person specification, telling us why you are a suitable candidate
- What you hope to gain from this position and why you want to work with Tamasha

Please make sure you also include:

- Details of any notice period / current commitments and the date when you are available to start
- Names and contact details for two employment referees

Please include a completed Equal Opportunities form, which is for monitoring purposes and will be detached from the application.

Applications should be addressed to Valerie Synmoie, Executive Director, Tamasha Theatre Company, but sent to stella@tamasha.org.uk with "Administrator" in the subject line.

The deadline for receipt of applications is **6pm on Weds 12th June**. First stage Interviews will take place in w/c 17th June at our offices.