



Assistant Director Job Description

Job Summary

Huddersfield Musical Theatre Company (HMTc) seeks to appoint an Assistant Director to work with our current Director to create our next musical production.

Job Description

The Assistant Director will work closely with the Director (Michael Hellowell) as well as the wider creative team to plan and execute the delivery of HMTc's next production, to be held at the Lawrence Batley Theatre, Huddersfield on 4th – 8th November 2025. We encourage applicants of all experience levels, including those who have not directed previously but are keen to do so, to apply. This is an opportunity to build and develop skills in directing whilst working with an experienced team.

Rehearsals start in June and are held on Tuesdays and Thursdays at The Wesley Centre, Stocks Walk, Almondbury, Huddersfield, HD5 8XJ. Floor rehearsals start on Sundays in September and the Assistant Director would be expected to attend the majority of floor rehearsals and occasional rehearsals prior to that. Some production meetings will be held prior to rehearsals starting on an ad hoc basis for production planning.

HMTc is an amateur theatre company. Therefore, this role is on a voluntary basis and no financial remuneration is available for this role.

Job Responsibilities

- Work with the director to help bring their creative vision to work collaboratively with the rest of the production team.
- Lead and manage performers according to the Director's vision, with main responsibility for the Ensemble and any Child Performers.
- Additional production responsibilities will be listed and explained upon appointment. These will include, but may not be limited to scheduling, keeping records of which ensemble members are involved in which scenes and being aware of costumes, set design and props and making sure the necessary items are requested for the production and rehearsals as required.
- Ensure compliance with relevant company policies (e.g. safeguarding, health and safety) at all rehearsals and performances in conjunction with relevant company officers.
- Cover for the Director in the eventuality that they are unable to attend a rehearsal.

This is a new role within HMTc. Therefore, this is not an exhaustive task list and the successful candidate may be asked to take on additional responsibilities, or a variation of those above, subject to discussion, based on their experience, skillset and show requirements.

Job Requirements Essential Skills

- Experience of participation in, and enthusiasm for amateur theatre.
- Strong interest in directing with a desire to gain more experience.
- Excellent communication, organizational, leadership and collaborative skills to work with a wide range of people and performers.
- Ability to handle sensitive situations with compassion and confidentiality whilst escalating as needed.

Job Requirements Desirable Skills

- Experience of working as part of a production team.
- Experience working with children, young people and/or vulnerable adults and having a current DBS
- Local to Huddersfield or the wider West Yorkshire area.

How to Apply

WRITTEN: Please send a supporting statement (no longer than 1-page)

VIDEO OR AUDIO: If you'd prefer to send us a video or audio application, please send a clip no longer than 2-minutes.

Your application should outline what makes you a great fit for this role and why you're eager to apply for this position, even if you're new to the field.

Send all applications to: Julia Taylor, General Manager, jules.ct25@gmail.com

Deadline to Apply – Sunday 19th January 2025, 5pm

Interviews for shortlisted candidates – Sunday 26th January 2025