



Unit 7b Level 3N / New England House / New England St / Brighton BN1 4GH / UK  
tel: +44 7766 712757 | web: [spymonkey.co.uk](http://spymonkey.co.uk)

## Spymonkey Education & Training Officer

Thank you for your interest in the post at Spymonkey LTD.

The contents of this pack include:

- Information about Spymonkey
- A job description including person specification
- Equality and Diversity Monitoring Form

### **How to Apply**

Please send us no more than two A4 pages of information regarding your experience, interest and suitability for the post, referring directly to the purpose of the role and principle duties/tasks outlined below.

Please also include two references who will only be contacted should we offer you the position.

Please submit your application by email to: [emilycoleman@spymonkey.co.uk](mailto:emilycoleman@spymonkey.co.uk). Receipt of your application will be confirmed by email.

The closing date/time for applications is Friday 22nd November at 5pm

Interviews will be Tuesday 10th December 2019 in London

Post to start in January 2020

### **Equal Opportunities**

Spymonkey is committed to promoting Equality and Diversity across all its activities. We are interested in working with staff, collaborating with artists and participants and reaching audiences who are under represented in the arts sector due to their socioeconomic status, ethnic background or disability and we positively welcome applications from these groups.

In order to help us ensure this is being properly implemented, we request that you complete the Equality and Diversity Monitoring Form. This is if for monitoring purposes only and will be detached from your application before shortlisting.

We look forward to hearing from you.



## About Spymonkey

SPYMONKEY is the UK's leading physical comedy ensemble, based in Brighton and comprising of a core creative team of artistic directors Toby Park, Petra Massey and Aitor Basauri, producer Emily Coleman, designer Lucy Bradridge and associate artist Stephan Kreiss.

We have been making sublimely hilarious and deeply ridiculous theatre for the last 20 years, delighting audiences around the world - from Cirque du Soleil Las Vegas to Sydney Opera House, from London's West End to Just For Laughs Montreal. Our ensemble frequently collaborate with leading directors and writers, including Emma Rice, Carl Grose, Cal McCrystal, Tim Crouch, Jos Houben, Ed Gaughan, Chris Green and Improbable to create our work.

"Four of the greatest clowns working in Britain today" Time Out

"The remarkable Spymonkey - headlong absurdism and physical brilliance" The Times on OEDI-PUSSY

"Maestros - Daft, ingenious and ultimately deeply thoughtful" Financial Times on The Complete Deaths

As an independent, project funded company we balance making and touring mid-scale theatre productions with an extensive programme of workshops and training opportunities in the UK and abroad, particularly through a thriving network in the USA.

Spymonkey workshops use the techniques developed through our creative process and we explore how these methods can be used by participants to discover their own unique style of work. We offer a range of artist development courses for professional performers and performing arts students which include:

- [Clown Masterclasses](#)
- [Devising Workshops](#)
- [Music & Comedy Workshops](#)
- [3-week Clown Creation School](#)

We offer [arts business workshops and mentoring](#), workshops targeted at [universities, performing arts colleges, schools and teacher training](#) and work with [learning-disabled performers and addicts in recovery](#).

As leading international practitioners of devised, clown and physical theatre, Spymonkey's work is studied in universities around the world and have been the subject of numerous [PhD and undergraduate theses](#).

## Spymonkey Training Co-ordinator Post

We are recruiting for a new post to join Spymonkey's small team of Managing Artistic Director and Producer. As our training and participation work expands this is a crucial role in overseeing the smooth running of this fundamental line of work, as well as the potential to develop new areas or projects we've dipped our toe into but not yet nurtured. We are looking for a highly organised and driven individual wanting to apply their skills and networks to this enjoyable role.

Please see below for the job description and Person Specification.

## **Job Information**

### **Job Title: Spymonkey Education & Training Officer**

**Terms of employment:** Freelance, part time; 1 day a week - ideally two half days.

Min 6 months with potential for extending contract and number of days.

**Fee:** £120-£150 p/day

**Hours of work:** Normal office hours are 10.00am–6.00pm, Monday to Friday but some evening and weekend work may be required.

**Summary of aims / main purpose of the role:** Co-ordination and development of Spymonkey's UK and international training & participation programme and projects. In partnership with the Producer, and Artistic Directors, coordinate and administer all workshop and masterclass projects to ensure smooth running of this area of the business.

In addition seek out new opportunities and longer term strategies to extend Spymonkey's engagement programme, partnership working and increasing income streams.

**Responsible to:** Spymonkey Producer & Managing Artistic Director

## **PRINCIPLE DUTIES / TASKS**

- To be the main point of contact to administer and coordinate training programme from initial enquiries to the completion of delivery and evaluation.
- Maintenance of training diary, running artist availability checks and ensuring Spymonkey team are kept up to date with any changes.
- Oversee the administration of contracts of engagement for training bookings.
- Support Spymonkey artistic team in the organisation of their visa, travel, accommodation and any other documentation / useful information needed in order for smooth delivery of activity in the UK and internationally.

- Maintain up to date records of all travel & accommodation bookings in order to work within budgets agreed with the Producer.
- Co-ordinate the compilation of formal evaluations of activity delivered.
- Co-ordinate any claims or complaints to travel companies.
- Assist with the maintenance of good relationships between Spymonkey, workshop bookers and participants.
- Work with the Producer in meeting income and activity targets
- Undertake research and use your networks to help to maximise the potential for the development of Spymonkey's training and participation activities.