



**Are you passionate about practical, clear and kind support for all writers, enthusiastic about playwriting, and local to Derby or Nottingham?**

**Could you bring your skills to the paid role of Support Facilitator for 10 playwriting sessions, in-person and online, between November 2024 and May 2025?**

**[Click here to apply for the role of Support Facilitator \(supporting Zodwa Nyoni, Fifth Word Playwrights Facilitator\) by Wednesday 23 October 2024.](#)**

### **Support Facilitator - Fifth Word Playwrights**

This is a freelance part-time role, supporting the planning and facilitation of the Fifth Word Playwrights group, in close collaboration with Fifth Word Playwrights Facilitator, Zodwa Nyoni.

### **About Fifth Word Playwrights**

Fifth Word Playwrights is a free playwriting group for people aged 18+ who are living in or with a strong connection to the East Midlands. Fifth Word Playwrights has been created in partnership with Derby Theatre and Nottingham Playhouse, with support from Writing East Midlands and In Good Company.

The project is aimed at people who want to create new stories for the stage. It is for people who are first-time writers or people who are already playwrights but have no more than two plays professionally produced. It is for people who have a passion for storytelling, a talent with words and an interest in writing for the stage.

Fifth Word Playwrights will get:

- 10 free workshops on playwriting, in-person and online, from November 2024 to May 2025, facilitated by playwright Zodwa Nyoni
- Guest sessions, insights and exercises from exciting playwrights, theatre-makers and people working in the Industry
- Their chance to create a brand new play
- To experience an extract of your play performed by professional actors in an East Midlands theatre in Summer 2025
- To connect to an ongoing network of writers in the East Midlands

Financial support is available to assist with travel & access costs.

## **Job Description**

This role involves supporting the planning and facilitation of 10 workshops for the Fifth Word Playwrights group of up to 15 playwrights, in close collaboration with the Facilitator and with support from Fifth Word's Creative Associate.

Key responsibilities include:

- Coordination work including sending details of session dates, times, locations and session tasks to participants; general ad-hoc communication with participants to support them as needed
- Attend every session; arriving 15 minutes before each session to set up the physical room according to the needs of each session / open the online space
- Troubleshoot any technical issues which may arise for the online sessions
- Maintain clear, appropriate and supportive communication with the group, the Facilitator and the Creative Associate
- Confidentially collate data and feedback to evaluate the group's experiences and track their progress through the project, in line with Fifth Word's privacy policy
- Cover sessions, if needed, should the Fifth Word Playwrights Facilitator be unexpectedly unavailable and should it not be possible to rearrange a session.
- Read first drafts of scripts produced by the group, and support the feedback process
- Other duties as may reasonably be required.

## **Person Specification**

### **It's essential that candidates:**

- Are local to Derby or Nottingham.
- Are reliable and self-motivated, with strong organisational skills and excellent attention to detail.
- Have excellent communication skills.
- Are able to manage their own time and responsibilities, while working independently and remotely.
- Are proactive, open, and responsive to access needs, communication preferences, and any other individual needs to facilitate the best experience possible for participants.
- Have a passion for Equality, Diversity, Inclusion, and ensuring all people from all backgrounds are supported to create, participate and engage in artistic practice and expression.

### **It's desirable that candidates:**

- Have strong grassroots networks in Derby / Nottingham / the East Midlands.
- Have some experience of grassroots / artistic facilitation of workshops, new writing or dramaturgy.

## **Fifth Word will support your work in the following ways**

- Sourcing and booking rooms for the sessions.
- Arranging and hosting the online workshops via the company's Zoom account, offering appropriate training for online delivery as needed. We will also support you with media and communications if required.
- Offering you professional development opportunities and mentoring from the Creative Associate and Facilitator.
- Helping you to negotiate and work through periods of transport difficulty or other restrictions, and to adapt the project as necessary.
- Ensure all relevant health and safety assessments are made for you as you deliver this work.
- Evaluate and monitor the project to ensure that it delivers to the timetable.

## **Fifth Word Playwrights Session Schedule:**

1. Saturday 9 November, 2pm - 6pm, in person – Derby Theatre
2. Wednesday 27 November, 6.30 - 9pm, in person – Nottingham Playhouse
3. Wednesday 11 December, 6.30 - 9pm, in person – Derby Theatre
4. Wednesday 15 January, 6.30 - 9pm, online – zoom
5. Wednesday 29 January, 6.30 - 9pm, in person – Nottingham Playhouse
6. Wednesday 12 Feb, 6.30 - 9pm, online – zoom
7. Wednesday 26 Feb, 6.30 - 9pm, in person – Derby Theatre
8. Wednesday 12 March, 6.30 - 9pm, in person – Nottingham Playhouse
9. Wednesday 26 March, 6.30 - 9pm, in person – Derby Theatre
10. During w/c 28 April, in-person or online feedback to playwrights on individual scripts.

### Script deadlines and final sharing dates:

Deadline for writers to email first drafts of their play: 11 April 2025

Deadline for writers to share updated drafts ahead of the sharings: 26 May 2025

Public sharings of extracts of the plays at a partner theatre: June / July 2025

## **Usage of Work - Marketing & Promotion**

Fifth Word will market the group to the sector, its partners and encourage members to keep in touch via email and a self-moderated WhatsApp group.

We are grateful for any marketing support you can provide via your channels / social media, but this is not a requirement of the role.

## **Fees**

### **Support Facilitator - Group Sessions**

- **£125/session x 10 Fifth Word Playwrights sessions** (4 in-person in Derby, 4

in-person in Nottingham, plus 2 online) **Total: £1,250**

We will also reimburse local return travel costs as needed for in-person sessions.

Sessions will be 2.5 hours including a break.

### **Reading & Planning**

- **£150/day x 2 days** reading first drafts and supporting the feedback processes. **Total: £300**
- **£125 for the equivalent of 1 full day during the project**, for planning / attending sharing event / evaluation. **Total: £125**

**Total Fee: £1,675**

### **To Apply:**

You are invited to apply using this [form](#) by the end of **Wednesday 23 October 2024**.

If you prefer we will accept video or voice note applications (.mov, .mp4 accepted). These can be submitted through the form, or please do contact [info@fifthword.co.uk](mailto:info@fifthword.co.uk) if you wish to use a different format that is more accessible for you. Everyone will be considered equally on content, not format, regardless of how they choose to apply.

We will reply to all applications with a link to our equal opportunities form, please complete this to help us monitor Fifth Word's progress against our EDI goals.

Fifth Word encourages people who are newer to the industry and/or people who are under-represented in the theatre industry in the East Midlands to apply, including people who have socio-economic disadvantage, people of the Global Majority, people who are D/deaf and/or disabled, people who are LGBTQIA+ or gender non-conforming, although Fifth Word recognises that identity is multifaceted and nuanced.

Everyone who applies will receive a response by Monday 4 November 2024.

### **Interview Date: Thursday 31 October, on zoom**

Interviews will be with Zodwa Nyoni (Fifth Word Playwrights Facilitator) & Nic Wass (Creative Associate, Fifth Word).

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