

## 2020/21 FST Assistant Director Bursary Application Guidelines

The FST Assistant Director Bursary is supported by funding from Creative Scotland. It aims to nurture the professional development of individual artists by supporting a directorial attachment to an established theatre company in the UK or internationally. The objective of this bursary scheme is to develop the applicant as a creative artist and to encourage the adoption of best practice.

### Project Specification

The Assistant Director Bursary operates as a partnership between the applicant and host theatre company and any submission to the programme must be jointly developed. The specific nature and responsibilities of each agreement will vary and will be negotiated between the applicant and the company prior to application. We encourage applications from a range of creative practitioners at different stages of the professional career.

A company and the applicant can apply to work together for a minimum of 3 and maximum of 12 weeks full time equivalent (weeks need not be consecutive). Typically, awards will be made for placements of 6-9 weeks but applications for up to 12 weeks will be considered where there is a strong rationale for this amount of time.

Whilst we recognise that having an Assistant Director is beneficial for the host company, please note that the key aim of this programme is to ensure an effective learning experience for the applicant. We also look for a clear articulation of why this placement could not happen in the host organisation without this bursary.

### Funding Available

The bursary is paid at a stipend of £350 per week. This is an educational bursary and therefore tax free. Host companies are required to make a commitment of a percentage of the total bursary of £350 per week as outlined below:

- FST Full or Individual members: 15% from host, 85% from FST (Host - £52.50 per week + 15% expenses)
- FST Associate members: 20% from host, 80% from FST (Host - £70 per week + 20% expenses)
- Non-members: 25% from host, 75% from FST (Host - £87.50 per week + 25% expenses)

N.B. The FST membership categories above refer to the status of either the host company or the applicant – so where the host or the applicant is a Full or Individual member, the contribution from the host is 15%.

In addition to the bursary, successful applicants will be awarded reasonable travel and accommodation expenses where their placement takes place more than 30 miles one way from their

home address. A percentage of this will also be contributed by the host company, as outlined above. FST requests that recipients use public transport where possible.

## Selection Criteria and Application Process

The key elements that should be included in your application are as follows:

- Evidence of applicant's commitment to Scottish dance, opera and theatre (as appropriate)
- A clear rationale for the partnership expressing why you have chosen to work together (we expect a statement outlining this from both parties)
- A statement about why undertaking a bursary with this particular host is a clear expansion of the experience of the applicant
- Detail on how the placement will extend the applicant's knowledge of directing approaches
- A clear outline of how the host company will integrate the applicant into the creative process, guaranteeing a high quality learning experience
- An articulation of how the applicant will be supported during the placement including supervision and coaching/mentoring
- A timeline for the bursary period highlighting duration planned for key areas/tasks
- A budget indicating the total cost for the bursary
- An up to date CV from the applicant (applications submitted without a CV will not be considered)

Proposed placements should not start within 4 weeks of the application deadline and productions must be completed by the end of March 2020.

Applicants must email a completed application form and an up to date CV to [applications@scottishtheatre.org](mailto:applications@scottishtheatre.org) by the application deadline to be considered. Alongside a panel of industry professionals she will evaluate all applications against the selection criteria and select the successful recipients.

FST is committed to treating all candidates equally and is keen to increase the diversity of the Scottish theatre community, as such we welcome applications from all sections of the community.

## Privacy Statement

Upon receipt of your application FST will save an electronic copy of your documents in our digital filing system. Applications will be shared with a small number of industry professionals who will assess the applications at the selection panel meeting, after which they will delete any information they hold. FST will hold details of successful applications for our records but we will destroy all copies of unsuccessful applications by six months after the selection panel meeting.

## Monitoring, Evaluation and Crediting

At the end of the project a joint evaluation which reflects on the benefits and outcomes of the placement must be submitted to FST. This need not be more than 2 sides of A4.

This bursary is made available with funding from Creative Scotland. Host companies are required to include the FST and Creative Scotland Lottery logos and the following credit in the biography or after the name of the Assistant Director in the production programme:

*Supported by a Federation of Scottish Theatre Assistant Director Bursary with funding from Creative Scotland.*

### Further Information

If you have any queries about the Assistant Director Bursary, please contact Fiona McCurdy, Professional Development Manager at FST on [fiona.mccurdy@scottishtheatre.org](mailto:fiona.mccurdy@scottishtheatre.org) or 0131 248 4842 (please note: Fiona works part time, her usual working days are Tuesday-Friday).