

DONMAR

Casting Director RECRUITMENT PACK



ABOUT THE DONMAR

The Donmar Warehouse makes unmissable, exceptional productions of classic plays, new works by leading writers, and intimate musicals to thrill and inspire our audiences. In our converted Covent Garden warehouse space, in the heart of London's West End, audiences experience the power of live performance up close, sitting no more than four rows away from the action. The Donmar has blazed a trail for thirty years creating legendary performances by some of the world's greatest artists, reaching global audiences through transfers across the West End, Broadway and beyond, and that legacy is the foundation of our approach today. We enable exceptional emerging talent to find new routes into the industry, and we create extraordinary opportunities for local young people. Core to our work is the belief that embracing a diverse range of voices enriches us all, fostering a more empathetic society. The Donmar's audiences are passionate about theatre, and we are passionate about them. We want to make them think, make them feel, and inspire them to return.



OUR VALUES

Inspiring

We celebrate the power of live performance to enrich lives and create meaningful change through shared entertainment.

Inclusive

We are stronger and increase our impact through being open and relevant to everyone.

Ambitious

We support world-class and emerging artists to innovate and create their best work with empathy and imagination, maximising the reputation and impact of the Donmar's brand.

Rigorous

We pursue excellence and continually question and develop how our theatre works, using insight and data to inform our decisions.

Caring

We nurture people through generous ways of working, onstage and off, in our local community and the environment; empowering continued future success



OUR VISION

We believe that representation matters; diversity of identity, of perspective and of lived experience enriches our work and our lives.

We recognise that the Donmar and the wider theatre industry is not representative of contemporary society in terms of workforce, artists and audience.

We particularly encourage applications from those who are currently under-represented both at the Donmar and more widely in the industry, and specifically from D/deaf or disabled, or neurodivergent applicants and applicants who experience barriers and inequity due to ethnicity, gender identity and/or socio-economic background.



JOB DESCRIPTION

Casting Director

Reporting to:	Artistic Director
Working With:	Senior Management Team and Freelance Directors, Artistic Team, Consulting US Casting Director, Company Stage Manager, Assistant Producer and Producing and Casting trainee
Location:	Donmar Office: 3 Dryden Street, London WC2E 9NA Donmar Warehouse: 41 Earlham Street, London WC2H 9LX
Terms:	Permanent, Full Time
Working hours:	Core office hours; Monday to Friday 10am – 6pm. In addition to this due to the nature of the role attendance is required outside of core hours attending Donmar previews, press nights and development events and performances at other venues. A TOIL system is in operation.
Salary:	Competitive

Purpose of the role:

The Casting Director is a senior member of the Donmar Warehouse's Artistic Team, playing an active and integral role in programming, proposing and steering actor-led projects that fit within our mission, working closely with the Artistic Director. They work with our Artistic Director and visiting directors to cast Donmar shows. They also actively cultivate leading talent and champion emerging artists. Alongside Company Stage Managers and the Producing team, they support actors during their time working at the Donmar, helping create the conditions for them to do their best work.

They report to the Artistic Director, are supported by our Consulting US Casting Director and a Production and Casting Trainee (incoming) and work closely with our Senior Producer.

Duties and Responsibilities:

Casting productions

- To cast Donmar productions to the highest possible standard.
- To meet with all directors engaged by the Donmar and discuss the project, issue character breakdowns, create actor lists by role, conduct availability checks, arrange and conduct auditions, meetings and discussions regarding the casting of all roles in all shows at the Donmar, with the support of the Consulting US Casting Director and the Production and Casting Trainee.
- To create Casting Advice Notes in a timely manner with key details of actors cast so that the Producing team can negotiate and issue contracts
- Supplying actor details to all relevant departments including information for the Development, Press and Marketing teams, with particular regards to the programme.
- Working with the Producing team in a timely manner so that they can secure any relevant visas and licences.
- Liaising with stage management regarding any non-availability requests.
- Providing pastoral care of actors when they are working at the Donmar.
- Casting for any West End and Broadway transfers including recasting roles and understudies, subject to negotiation outside the terms of their employment contract.
- Regularly attend productions in London and elsewhere to maintain excellent knowledge of actors and directors.
- Attend Drama School showcases to stay abreast of emerging talent.

Programming

- Key involvement in programming including proposing projects suitable for leading actors, advising on actor availabilities when planning the year, reading scripts and advising on potential opportunities and challenges for proposed projects.
- Liaising with the Senior Producer on the budget implications of casting decisions
- Actively cultivating leading talent over the long term, working closely with actors and their agents to bring artists closer to the Donmar and develop strong relationships

Leadership

- Attending Development and other Donmar events as a member of the Senior Management Team
- Attending weekly Senior Management team meetings and representing the voice of actors in our strategic and operational planning
- Representing the Donmar at industry forums and events as necessary

Equality, Diversity and Inclusion

- Overseeing the creation, distribution and implementation of access riders for actors as required, with support from the General Manager and Senior Producer
- Being responsible for embedding best practice, sector learning and equality policies and process for the casting department
- Staying up to date on sector Equality, Diversity and Inclusion practices and guidance in relation to casting
- Collation of data and reporting to deliver organisational EDI KPIs driving delivery of the Equality, Diversity and Inclusion plan and the business plan.

Person Specification:

Essential

- A minimum of five years proven experience as casting director in professional theatre
- Strong current relationships with leading directors
- Excellent relationships with actors' agents in the UK
- Good knowledge of the dramatic canon
- Proactive and confident, with the ability to cultivate new relationships with established and emerging talent
- Diplomatic, discreet and professional
- Knowledge and experience of union agreements, including British and American Equity
- Enthusiasm for the work of the Donmar
- Good commercial instincts and awareness of which actors will attract audiences

Desirable

- Experience of working with musical theatre artists
- Good contract negotiation skills
- Experience of working in the commercial theatre
- Management skills
- Experience of working at a senior level within a comparable organisation
- Member of Casting Directors Guild

Benefits:

Holiday:

Enhanced holiday scheme with 25 days a year (rising a day per year, up to 30 days) excluding Bank Holidays.

Annual Birthday leave.

Benefits (post-probation and dependant on length of service)

6% employer pension contribution as part of the Donmar's stakeholder pension scheme.

Enhanced maternity, paternity, and shared parental leave

Lifestyle:

Season ticket loan (travel)

Subsidised local gym loan scheme

£25 towards annual eye tests

Employee welfare programme

Cycle to work bike loan scheme

Discount at Donmar bar on food and drinks

Complimentary tickets to attend Donmar performances

Professional Development:

All staff training and professional development programme

1-1 HR drop ins for all staff

HOW TO APPLY

To apply for this role please visit our HR portal, Breathe here:

<https://hr.breathehr.com/v/casting-director-35339>

Once you have created a profile on Breathe you will be able to download, complete and upload a copy of your application form. We do not accept CVs.

To find out more about the Donmar and our other vacancies visit www.donmarwarehouse.com/about/vacancies/

Applications close at 10am on Monday 20th May

Late submissions will not be accepted.

Round One Interviews: 30th and 31st May 2024

Round Two Interviews: 5th June 2024





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Donmar Warehouse

The Donmar Warehouse is a registered charity number 284262