

# Complicité

## PERSONAL ASSISTANT TO THE ARTISTIC DIRECTOR

### RECRUITMENT PACK



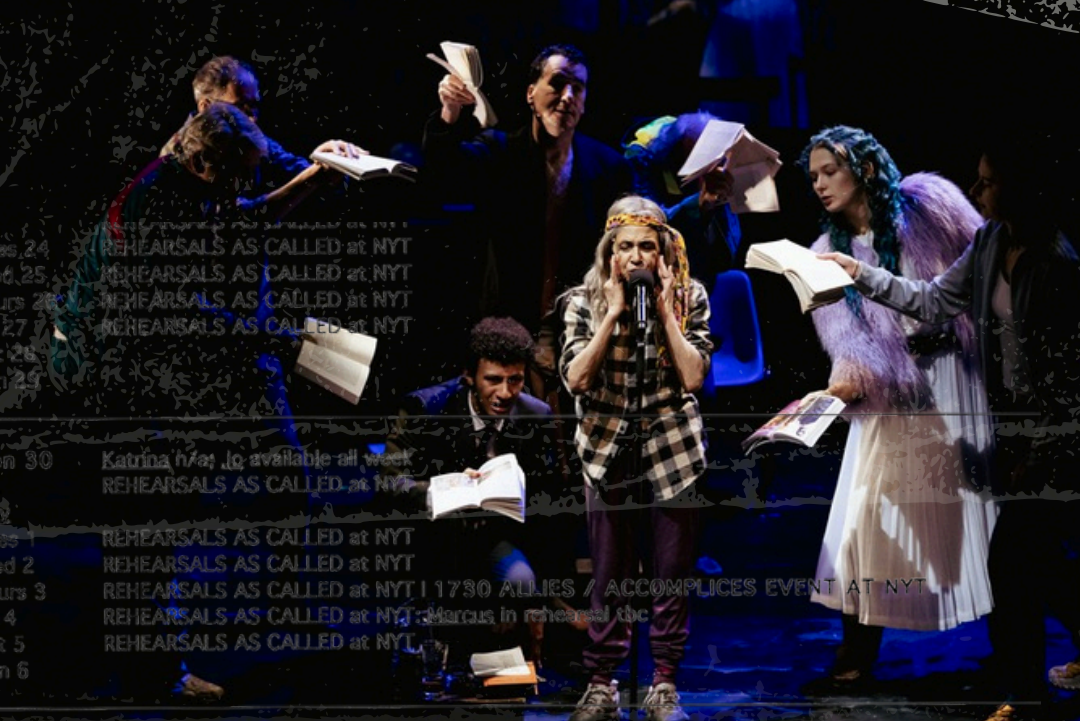
New India

18 July 1911

Mr. Ramanujam, M.S.

Our representative who called on this distinguished Mathematician recently reports that his condition is very far from satisfactory. He was to have gone to the Coimbatore district for a change, but although it is stated that he is on the way towards recovery, friends who knew him in England express pained surprise at the extent of the change in his health. The mathematician of our acquaintance began to decline chiefly on account of overwork and excessive anxiety. He had spent two years of his life in similar and taxing manner, and had been on the verge of his end, who feared that it might be too late to react dangerously. He has now been in bed ever since his return, and being ordered complete rest, all thought of continuing his work has to be put aside till he gets back some of his former vitality. It is extremely doubtful, he said, in view of his difficulties in England, whether he would return to that country. The more important consideration, however, is that he should be enabled to resume his great work, and we hope the Government will see that he has the best of medical attention and all possible care.







**Are you a natural organiser who loves making big ideas possible?**

**Would you like to work closely with an internationally renowned artist at the heart of a world-leading theatre company?**

Complicité is seeking a Personal Assistant to Artistic Director, Simon McBurney, to provide high-level administrative and logistical support across his wide-ranging artistic work.

Working closely with Simon, you'll help coordinate his schedule, travel and communications across multiple artistic projects, ensuring the smooth running of a fast-paced and creatively rich workload.

This is a rare opportunity to work alongside one of the world's most visionary theatre-makers, supporting the conditions that allow exceptional artistic work to happen.

We're looking for someone highly organised, discreet and adaptable, with excellent communication skills and a calm, proactive approach. You don't need to come from a theatre background, but you should have a genuine interest in the arts and a commitment to supporting world-class creative practice.



fluorescent  
HE LAY IN BED  
AND HE KEPT  
A. RAO.

Ramanujam's arrangements were made by n  
so weak he could not walk unaided from the tr  
first in some rooms in a hospital in August 1

**"...the most influential and consistently  
interesting theatre company  
working in Britain"  
- The Times**



# IMPORTANT INFORMATION

**Location:** Hybrid (Jolt Studios in Gloucester / working from home / Stroud).  
Candidates will be based in the UK, or willing to relocate.

**Hours:** 24.5 hours per week (excluding breaks) to be worked flexibly in conversation with the right candidate. This is a permanent position with a 6-month probationary period.

**Salary:** £28,000 per annum (equivalent £40,000 pro rata).

**Pension:** Employers Contribution of 5%.

**Holiday:** 33 days including bank holidays, pro rata.

**Line Manager:** Susie Newbery, Executive Director with a dotted line to the Artistic Director.

**Access:** We are committed to ensuring accessibility for all staff. Our meetings can take place in step-free venues as required. We will work with you to meet your access needs. New staff will receive an induction pack and are provided with relevant training if required.



**“Complicité has been one of the best reasons to be part of our generation of theatre makers. A continual inspiration and joy. Never miss a thing they do”**  
**- Mark Rylance**



# JOB DESCRIPTION

To act as the key point of administrative contact for Simon McBurney and to arrange his diary, travel arrangements and logistics. As a freelance artist, Simon's work is split across film, TV, opera and his theatre work for Complicité. This role will be required to liaise with agents, producers and other personnel connected to these projects, whether related to the company or not, to ensure that clashes are minimised, mitigated and responded to when they do occasionally occur.

## Roles and Responsibilities

- To act as the first point of contact for all enquiries related to Simon McBurney's professional engagements, ensuring prioritisation and information sharing.
- To manage Simon's diary, keeping accurate records and maintaining systems, informing all relevant parties of changes which affect arrangements.
- To work with the team at Complicité to arrange Simon's time, travel and logistics including workshops, rehearsals, performances, company and board meetings, PR appearances and other commitments.
- To keep a record of expenditure and receipts and liaise with the Finance and Operations Manager and Administrator to make sure that all payments are made and recorded accurately.
- To work with external agents and producers to manage meetings, auditions, filming and other travel and logistical arrangements related to Simon's freelance projects, ensuring smooth communication and minimising clashes.
- To hold a weekly meeting and planning session with Simon and follow up on actions that come out of this; emails, logistics and arrangements. To liaise with the Senior Creative Producer as necessary to exchange information and assist with planning.
- Email management, in liaison with Simon, the Executive Director and the Senior Creative Producer.
- Preparation of weekly schedules and travel itineraries for Simon McBurney.
- Arranging visas for international work.
- Preparing invoices on behalf of Simon and liaising with the Finance and Operations Manager on matters related to pay, VAT and pensions.
- Working with the team at Complicité to ensure Simon is well prepared and briefed ahead of meetings and PR appearances.

- Keeping the Complicité team updated in a timely way on all of Simon's commitments, identifying potential clashes and issues and alerting the relevant parties in good time.
- Support long-term planning by maintaining an overview of Simon's commitments beyond the current year.
- To organise online meetings for Simon and ensure he has the information needed and access to take part.
- To liaise with Simon and the Complicité team on all ticketing requests for Simon for Complicité performances.
- Any other reasonable responsibilities which may come up from time to time in a role of this nature that are required to respond to the evolving needs of the company and of Simon.
- Help maintain a calm and organised working environment during intensive creative or touring periods.

## Person Specification

The role calls for patience, tact and adaptability; you'll be supporting a highly creative artist whose work spans many disciplines and can shift quickly as projects evolve. You will have:

- Proven experience working as a Personal Assistant/Executive Assistant at a senior level.
- Excellent written and verbal communication skills in person, online and on the phone.
- Strong time-management skills and an ability to organise and coordinate multiple concurrent projects.
- A high level of integrity and discretion.
- Flexibility and open mindedness, with an ability to adapt to changing priorities and logistics in a fast-paced environment.
- An interest in arts, culture and the work of the company is desirable.



18 July 1919

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# ABOUT US

Complicité is an international touring theatre company and charity, under the creative leadership of Artistic Director and co-founder Simon McBurney. Over four decades, we have played in more than 40 countries and won more than 50 awards. Through our live productions, streamed work and education and engagement, millions of people have encountered the work of 'the most influential and consistently interesting theatre company working in Britain' (The Times).

We believe that experiencing extraordinary culture can transform people; inspiring creativity, delight, imagination and political action. For this reason, we strive to create art of exceptional quality, ambition and innovation, driven by brilliant ideas, and use this to engage the widest range of audiences and participants through the power of creativity, both in the UK and internationally.

Complicité's recent work includes: the dance trilogy *Figures in Extinction*, a major new collaboration between Simon McBurney and Choreographer Crystal Pite with Nederlands Dans Theater, which premiered at Factory International in February and is currently on a European tour, the reimaged *Mnemonic* which played at the National Theatre in 2024, *Drive Your Plow Over the Bones of the Dead* which achieved rave notices, toured internationally and was seen by over 78,000 people, *Can I Live?* a vital new digital performance about the climate catastrophe conceived, written and performed by Fehinti Balogun, *The Encounter*, as well as *The Dark is Rising*; an audio drama for BBC World Service and BBC Sounds based on Susan Cooper's cult novel.

We take our responsibility as one of the UK's most celebrated theatre companies seriously and are motivated not solely to create our own productions, but also to share what we've learnt and created with other artists, particularly those currently underrepresented in the arts. The familiarity of our name enables us to reach diverse communities across the UK and internationally, and through our engagement and education work, we empower those we connect with to embrace collaboration and risk-taking as vital to a creative, fulfilling life.

Alongside Simon McBurney's work we support artists through our 'Mudlarks' strand, widening access and pro-actively seeking to support talented artists who are underrepresented in the theatre sector.

Our award-winning Creative Engagement programme includes professional development, work in schools and colleges and participatory projects with a range of communities.

Action on the Climate and Ecological Emergency is a burning thread running through all of our work and we have played a key role in Culture Declares Emergency, as well as in developing the Theatre Green Book.

2025 marks the company's 42nd year.

# HOW TO APPLY

Please send your CV and a cover letter, about 1 side of A4, to Lizzie Grashion Hewitt (she/her), Company Administrator at: [jobs@complicite.org](mailto:jobs@complicite.org)

Please tell us why you are interested in becoming the Personal Assistant to Complicité's Artistic Director and refer to the key characteristics above to tell us about your experience and qualities.

Please also ensure that you complete our anonymous [Equality Monitoring Form](#).

Any travel expenses incurred to attend an interview will be reimbursed.

We prefer for interviews to be held in person, but we will work with you to ensure access needs will be met at every stage of the process.

If you would like an informal chat about the role prior to applying, please contact [susie@complicite.org](mailto:susie@complicite.org)

We actively encourage applications from people who are under-represented in the arts, including people from the Global Majority, people with a disability, D/deaf people, neurodivergent people, people from working-class backgrounds, and LGBTQIA+ people. We are committed to ensuring our team reflects the diversity of the society we live in and to removing barriers to participation.

**The deadline for applications is 9am on Monday 1st December 2025.**

**First interviews will be held during the week of 8th December 2025 (online or in-person).**

**Second interviews will be held during the week of 15th December 2025, in person.**

**Start date: early January 2026, or as soon as possible.**

*Your application data will be processed in accordance with Complicité's [Data Protection Policy](#) and only used for recruitment purposes.*







**"...a new Complicité show isn't  
just a devised play; it's a  
theatrical event; a ticket to  
another world"  
- Time Out**



...we may dwell upon the diffi-  
of General Dyer during the  
riots, upon the anxious and  
situation in the Punjab, upon  
er to Europeans throughout that  
, upon the long delays which have  
eer, upon the procedure that was  
point or at that point adopted,  
we may dwell upon all this, one  
s fact stands out - I mean the  
of nearly 400 persons and the  
of probably three to four times  
at the Jallian Wallah Bagh on  
1. That is an episode which  
o me to be without precedent  
el in the modern history  
itish Empire. It is an  
an entirely different order  
of those tragical occurrences

