



JOB DESCRIPTION: ASSITEJ Executive Committee members

What is expected from you as an Executive Committee member once you are elected.

- We expect you to work for the Association. The EC is a working committee that is part of the running of ASSITEJ International.
- Once elected to the Executive Committee, you are working for the ASSITEJ International association, and not for your nominator. Each EC member comes with a knowledge of their national and regional needs and concerns, but they are expected to work for the global association and therefore to think outside of their own "backyard".
- The work that the EC does follows the working plan that is agreed at the General Assembly each Congress.
- We expect you to work for the association as a volunteer. Although we have paid staff currently because of EU funding, the work of Association has increased enormously and we rely on you to assist with this work with your expertise.
- Because of the EU funding and the work of paid staff, the EC work has changed in its nature. Members of the EC are expected to be across more of the work and able to work throughout the year.
- This work is done at the meetings of the Executive Committee and between meetings (in the working groups that are formed within the EC). This includes around 2 meetings in person per year that take place in different parts of the world. The length of these is between 8-10 days.
- These meetings can be attended online, but EC members are expected to attend at least 1 meeting in person per year. It also means around 2 online EC meetings per year, monthly meetings online in working groups and individual work prior to and after the meetings in the working groups.
- EC members are expected to work with high ethical standards, work in a spirit of generosity, "opening doors" and sharing the ASSITEJ network locally and globally, and disclosing any potential conflict of interests.
- EC members are asked to represent ASSITEJ in many different ways including international conferences, meetings of other networks, connecting with UNESCO, attending festival events and forums to present ASSITEJ and its work



The working conditions - access

Economy

All expenses of the stay of the EC meetings are covered by the host of the meeting or by ASSITEJ (accommodation, meals, local transport, tickets).

International travel expenses:

If ASSITEJ is successful in the application to Creative Europe, the intention is that each EC member will be supported with up to 2.000 EUR over the three-year term. This amount has to be approved by the incoming EC and may be changed so that EC members with no travel support receive a larger amount and EC members with support a smaller amount.

If ASSITEJ is not successful in the application to Creative Europe, ASSITEJ is only able to reimburse the expense of one travel per EC member in the three-year term.

For other travels the EC member needs to find the means elsewhere (from the national centre, the company of the EC member, private funds etc).

Language and translation

To support non-native speakers, ASSITEJ is on a mission to ensure all materials and communication uses plain English.

If you need documents in a different format, please contact marissa@assitej-international.org

Working style

Sometimes, especially in the beginning, the numbers of documents and amount of information can feel overwhelming. ASSITEJ will trial a buddy system in which new members can partner with someone who has worked with the EC already to engage with the materials together.

Physical disability

ASSITEJ is committed to ensuring that individuals are supported to participate fully, and recognise that in a global framing, additional adjustments or support might need to be secured to achieve this. In some scenarios, we may not be able to fully meet access requirements. In these situations, we will work closely with those impacted to resolve and adjust our practice to promote better access and inclusivity.

Hearing Impairments

Most communication between meetings is through WhatsApp and email.



ASSITEJ has a small budget to support general access requirements of its members and for events, and will work with the host of each meeting and with individuals to secure local, additional support if needed for participation.

Working Patterns

Entirely Online meetings typically run for a maximum of 2.5 hours. Start time of meetings varies based on the members' locations around the world.

Hybrid and on location meetings have traditionally required several days to make the most of the Executive Committee members time together. However, the agenda will take into account the members requirements and needs.

Geography

Distance, provenance and geopolitical events can affect members' ability to join meetings in person. ASSITEJ will plan with each member their attendance and potential barriers.

Visa

EC meetings regularly take place in countries where some EC members need to apply for visa. Some visa processes take long time and can require long travels for the applicants to submit the visa application. ASSITEJ can support the process with advise, letters of invitation and local travel support. EC members have the responsibility to start the visa process early.

Sometimes, in spite of all efforts, it is impossible to get the visa approved and the EC member has to attend the meeting online.

ASSITEJ will ask all elected members of the EC to complete an Access Rider.

Skills matrix

Skills are needed around the following areas. Please note that the working groups of the EC may change in the next term of the EC.

Policies, Protocols & Fundraising

Ensuring that the policies and protocols of all ASSITEJ activities, projects,



programmes, events, etc are in alignment with the Constitution of ASSITEJ, it's Vision, Mission and Aims, and with the general policy direction endorsed by the General Assembly at each World Congress of the association.

Interpreting the constitution wherever necessary to respond to specific needs or requirements of members or the EC.

Considering conflicts of interest and making appropriate determinations

Ensuring that where gaps are identified, or other issues, the necessary policies and protocols are devised, and where necessary that constitutional amendments are suggested which can be taken to the General Assembly at the next World Congress of the association.

To this end, reviewing and updating the Policy and Protocols handbook and the National centre toolkit, as well as other tools as they may be considered necessary and useful.

Oversight of projects created by the Projects working group to ensure that they follow the protocols and policies already devised by the association.

Fundraising: Ensuring that innovative methods of raising funds for the association are found, in line with the values and capacity of the association, and that these efforts are managed in collaboration with the Secretariat.

Administration of all selection processes (for example, for the ASSITEJ Awards, for the Call for Ideas, or where members are preparing bids for upcoming events), ensuring that there is always a transparent process, which is managed appropriately to avoid conflicts of interests. Specific activities may include:

- Development of criteria for selection,
- appointment of juries for selection,
- giving advice to potential hosts of events on ways to strengthen their bids and ensuring that bids meet the requirements of the Policies and Protocols Handbook.

Specific Skills required:

- Cultural policy knowledge and experience
- Arts management knowledge and experience



- Writing and communication skills
- Funder and funding knowledge and experience (international experience preferable)
- Proposal writing and report writing

Publications and Promotion

Management of all processes towards the creation of publications such as the annual magazine, and sometimes other publications of the association (e.g. ITYARN publications or books on TYA), including

- Reading, selecting and editing articles for publication
- Organising translations of articles where necessary
- Approving a suitable designer
- Planning and overseeing the look and lay-out of the publication with the selected designer
- Signing off final print-ready proofs

Developing and managing communication campaigns, such as the Take a Child to the Theatre Today campaign, which includes

- Overseeing the creation of suitable materials for the campaign (e.g. film materials, print materials, online materials etc.)
- Planning timeframes and deliverables
- Communicating these to members and overseeing the campaign
- Ensuring that members are informed appropriately about the campaign and their participation in it.

Working alongside ASSITEJ Staff to manage online communication tools, including website, facebook, twitter and instagram accounts

Specific skills required:

- Writing and communication skills
- Design skills
- Editing skills
- IT skills (designing and managing websites, social media tools, etc.)
- Marketing and PR skills

Networking and member engagement



Creating and refining a consistent dramaturgy for the three years of the term, from the Working plan as accepted and proposed by the General Assembly (with input from whole EC)

Interpreting this dramaturgy through practical projects to take place at ASSITEJ Artistic Gatherings or Congresses, for example, the ASSITEJ Artistic Encounters, and/or at Regional workshops, Next Generation residencies, etc.

Planning, overseeing and executing the above range of engagements with members at ASSITEJ events using interactive workshop methodologies and other formats to ensure productive and meaningful engagements.

- Planning workshop encounters, Open Spaces, Forums etc
- Creating agendas and practically leading experiences to ensure maximum participation of members
- Writing up and reporting on these experiences as required

Working with National centres, Networks and other partners to plan, organise and oversee the successful roll-out of ASSITEJ activities in different parts of the world, including regional workshops, Next Generation residencies, Umbrella Sessions and other engagements.

This may include:

- Identification of persons with skills needed for regional workshops
- Selection of participants based on agreed criteria
- Development of programmes of activity
- Oversight and management of these, and ensuring that there is reporting after the fact

Umbrella and coffee sessions – online engagement:

UMBRELLA sessions with National Centre and International Professional Networks are to connect and consult with members to support Members, or to collect data from members.

The work could also include the development of online teaching/learning/engagement tools to share knowledge, practices and processes in TYA.

This may include:

- Identification of persons with skills needed for workshops or exchange
- Using online mechanisms for sharing knowledge, practices and processes, including webinars, livestreaming, facilitated online workshops etc.



- Selection of participants based on agreed criteria
- Development of program of activity
- Oversight and management of these.

Specific skills required:

- Dramaturgical skills
- Project management skills
- Facilitation and communication skills
- Administrative skills
- Knowledge of and experience in running online learning/sharing experiences

Diversity and Access

The work of the EC requires EC members, including those with lived experience of disability, to make the Association more accessible. Among other areas this relates to access in relation to:

- Meetings of the EC
- The events of ASSITEJ
- Means of communication
- Member engagement
- Artistic practise

For the Access committee the work includes:

- Working with IIAN to enable and include Deaf or disabled members to consult or engage
- Enlisting members to take part in these committees
- Organising and hosting meetings with ASSITEJ Staff
- Reviewing Access plans for every event with hosts
- Engaging in projects that embed inclusive practice
- Working to ensure our procedures and communications are accessible

Sustainability

Sustainability, especially but not exclusively ecological sustainability, is a priority in the work of the Association. EC members with knowledge and practical experience in this field are required.



The EC will form our Green Team, along with co-opted members. The work will include

- Working within the SHIFT project strategy to achieve goals
- Working with Creative Carbon Scotland and partners in the project.
- Identifying ways to expand the awareness of sustainability in our membership

Among other areas this work also relates to sustainability in relation to the events of ASSITEJ, to Member engagement and to Artistic practice

Procedures:

- Only members (National Centres and International Professional Networks) of ASSITEJ can present a candidate for the EC. Each member can present only **one** candidate.
- The General Assembly elects the members of the EC (The EC has 15 members including President and Secretary-General).
- EC-members are elected for three years (and can be re-elected).
- Up to 3 Counsellors can be appointed by the elected EC – Counsellors do not have voting rights
- Candidates nominations should be sent in writing to the Secretary-General no later than 15 March 2024 in order to circulate nominations to the members of ASSITEJ.

Constitution

Here you can read the section about the Executive Committee in the [Constitution of ASSITEJ](#).

Article 10 describes the role of the Executive Committee

Article 11 describes the role of the Officers: President, Secretary General, Vice Presidents, Treasurer.