

# ALMEIDA THEATRE

## Background Information

The Almeida Theatre is a leading producing theatre company in London with a reputation for producing work of the highest standard - achieving recognition through critical acclaim, full houses, and an increasing national and international reach.

A small room with an international reputation, the Almeida began life as a literary and scientific society, complete with library, lecture theatre and laboratory. From the very beginning, the building existed to investigate the world.

Since 2013 the company has been led by Artistic Director Rupert Goold and Executive Director Denise Wood and through their leadership the company has gone from strength to strength. Under Rupert Goold's Artistic Directorship, the heart of the Almeida's vision is to make bold work which challenges and questions theatre and the world we live in, bringing together the most exciting artists to interrogate, provoke and entertain audiences through new writing and reinvigorated classics.

We strive to inspire the audiences and theatre makers of the future. Every year we reach over 8,000 young people through our Young Artist, schools, and community outreach programmes. We run our regular For Free festivals and offer £5 tickets for every production to those 25 and under.

In addition to the main repertoire there is an events programme including live and digital content, and productions that regularly transfer to the West End and beyond.

The Almeida is supported by Arts Council England and raises other income through ticket sales and the support of generous individual givers and corporate sponsors.

**Job Description:**            **Producer – Maternity Cover**  
   **June 2023 to March/April 2024**

**Responsible to:**            **Executive Director**

**Responsible for:**         **Assistant Producer**  
   **Company Stage Managers**

## Overall brief

The artistic team is led by the Artistic Director, and includes the Executive Director, Literary Manager and Deputy, Producer, Assistant Producer, and Executive Assistant. While each member of the team has specific responsibilities, the team collaborates to manage the planning and delivery of the company's artistic programme responding to the strategic brief of the Artistic Director and Executive Director.

The Producing team is a central point of communication for artists, internal departments, and senior management team managing key production information and ensuring that artists and departments have the information they need to play their part in delivering the productions. The Producer works closely with the Head of Production, Director of Marketing, Head of Finance, the Fundraising and Participation teams and the technical departments to ensure the planning and delivery of the individual productions runs smoothly.

## Strategic Responsibilities

### Artists

The Producer is the key gatekeeper and point of contact for artists engaged for the artistic programme and is responsible for ensuring that their time at the Almeida is welcoming, and that the environment for creating their work is the best it can be within the resources available while ensuring that:

- all artists have the appropriate information and policies that create the supporting structure for the making of the Almeida's work – including Inclusion & Relevance, Respect, Welcome packs, and contractual information. all of which is to be sent to artists in a timely manner before they begin work.
- as Producer you take a pro-active role in the early days of rehearsal to provide first-hand information about all matters relating to working at the Almeida, particularly on the first day of rehearsal for all productions

The Producer is also responsible for seeking out talent, particularly to broaden the company's knowledge in respect of creative teams, and to provide information and contacts to introduce new artists to the directors of the productions and the artistic team.

## **Artistic Planning**

To contribute fully to the artistic planning process collaborating as part of the artistic planning team with ideas, recommendations that respond to the demands of the overall season planning and to create excellent working relationships with agents to manage the artistic planning process, and availability of artists

- To manage the regular season planning meetings ensuring the key departments are informed of all relevant artistic planning information
- To manage and coordinate the casting process
- Read scripts as required and to participate in the Almeida script development process
- To recruit and be the point of contact for the Assistant Directors for each production coordinating with the individual directors to do so.

## **Digital Capture**

To plan and deliver the digital capture of the productions, within financial parameters working with the Head of Production and Director of Marketing & Comms to plan the creation of this work and communicate the strategic and practical objectives of each capture.

## **Delivering the Productions**

- To deliver and manage each production to fulfil the creative ambitions with the resources available working with the Production Managers to manage the expenditure within the budget
- To work with the Executive Director to seek partnerships, commercial transfers, and touring, broadcast as appropriate to each production
- Co-ordinate across the production as appropriate to ensure timely reporting of all financial information and overseeing the controls necessary to deliver good financial management of each production
- Overseeing the contractual process to ensure that all actors, stage management, musicians are contracted properly
- To negotiate freelance artists contracts dealing with all contractual issues, schedules and paperwork relating to the production and ensuring that any child licensing, supernumeraries, and work permit applications for visiting international artists is dealt with in a timely manner
- Working with the CSMs to oversee the welfare of the acting companies
- To take responsibility for any material issues that arise concerning the production to ensure that they are dealt with swiftly
- To keep the Artistic and Executive Directors up to date with all matters concerning the production and to be a channel of communication at all times
- To coordinate all relevant production information with the senior management team; acting as the main channel of information for all departments to work efficiently, keeping them up to date on key developments that may affect them and ensuring that their interests and the interests of the production are effectively managed
- To provide information as required to commercial producers for any transfers and to take an active role in maintaining the presence of the Almeida during rehearsals and west end seasons.

## **General**

- To attend read-throughs, dress rehearsals, previews and press nights and other Almeida Theatre events as required
- To see as much work as possible outside of the Almeida productions
- To manage the Almeida's day to day relationships with Equity, MU, and other trade organisations as necessary
- To support the general fundraising activities of the company and attending events as required
- To attend meetings as required
- To act always in the best interest of the Almeida Theatre
- Any other duties as reasonably required

## **Equality, Diversity, and Inclusion:**

The Producer plays a key and active role in driving through the ambitions of the artistic action plan which is a fundamental principle of the company's Actions for Change strategy, keeping a watchful eye on objectives and targets within both the overall Inclusion & Relevance Plan and the detail of the action plan, and advising the Artistic Director as appropriate.

The producing team is responsible for collecting monitoring data for actors, creative teams and all artists working on the development and delivery of the artistic programme – ensuring that all data is collected effectively and in good time.

We ask everyone who works with us to champion Actions for Change and embed it in their day-to-day work.

**Environmental Sustainability:**

We aim to be an environmentally sustainable organisation and ask that our all our teams work to support this. In doing so we are seeking to promote efficient and sustainable practices that create minimal impact. This is outlined in our Environmental Sustainability Policy and tracked in our annual action plan.

**Person specification:**

- Proven theatre experience of producing and delivering productions at a senior level
- Excellent communication, planning and organisational skills with absolute attention to detail
- Ability to work to deadlines and under pressure while prioritising key tasks
- Sound artistic judgment
- Experience of managing budgets and sound financial management
- Experience of negotiating contracts of all kinds
- Excellent IT skills
- Experience of being able to create relationships across a wide cross section of departments and collaborators of all kinds

**Summary of conditions of employment**

This post is offered as a fixed-term, full-time position

- Salary: circa £48,000
- Office Hours: Monday to Friday, 10-6 with additional hours as required to fulfil the role
- Holiday: 17 days
- Probationary Period: 20 weeks
- Notice Period: 12 weeks
- Pension: Following 13 weeks' service you will be automatically enrolled into the Almeida's auto-enrolment pension scheme with Scottish Widows following a successful probationary period. You have the option of opting out of joining a pension scheme if you prefer.
- Other benefits: Theatre ticket subsidiary scheme, staff discount in the Almeida bar and other local amenities, season ticket loan, training and development opportunities
- Location: This position is based at the Almeida Offices, 108 Upper Street, London, N1 1QN