

ALMEIDA THEATRE

Background information

The Almeida is a London Theatre Company with a national and international reputation for producing work of the highest standard - achieving recognition through consistent critical acclaim, increasing national reach, international profile, full houses and breadth of audiences.

Based in Islington the Almeida Theatre began life as a literary and scientific society - complete with library, lecture theatre and laboratory. We are known for creating brave, ambitious, compelling theatre.

The company is led by Artistic Director Rupert Goold and Executive Director Denise Wood and under Rupert's artistic leadership 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, inspire, and entertain audiences through new writing and reinvigorated classics.

In addition to the main repertoire, there is an events programme including live and digital content, a full range of activities for young people, and productions regularly transfer to the West End and beyond.

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

Job Title:	Executive Assistant
Reporting to:	Artistic Director and Executive Director (the Executive)
Key working relationships:	All departments and centrally the artistic team – Associate Director, Literary Manager, Deputy Literary Manager, Producer and Assistant Producer.

Job Description:

This is an opportunity for someone at the early stage of career who is keen to learn about the day to day running of a theatre company.

As Executive Assistant you will be at the heart of the organisation providing comprehensive support to the Artistic Director and the Executive Director. You will be a central point of communication for the Artistic Director and Executive Director within the organisation and the initial contact for artists, stakeholders and guests. The Executive Assistant is a position requiring discretion and confidentiality – you will have access to a range of information and have insight into strategic ambitions and planning of the company.

This post requires someone who enjoys organisational and administrative tasks, someone who can be confident and personable when communicating whether in person, over the phone or email, and who enjoys multi-tasking, prioritising workload and forward planning in a fast paced and dynamic environment.

Outline of Responsibilities

- Manage the schedules of the Artistic and Executive Directors including booking internal and external meetings, making travel and accommodation arrangements, booking theatre tickets, and communicating with the wider organisation to ensure that information runs smoothly.
- Take calls on behalf of the Executive, responding as appropriate. Welcome guests into the building and ensure visitors are looked after.
- Manage the inbox of the Artistic Director, including monitoring, screening, organising and responding to emails and ensuring correspondence is up to date and that information is circulated as needed – keeping the email filing system up to date.
- Support and assist the producing and literary teams in the coordination of the artistic programme, availability checks for artists as necessary, and administration as needed

- Ad hoc support of the Associate Director including diary management, setting up meetings, admin and booking theatre tickets
- Maintain a curiosity and interest in theatre; seeing work, feeding back to the Artistic Director and Literary Manager
- Manage the press night invitations and lists, and with the Box Office Manager make all seating arrangements for guests
- File and retrieve documents and reference materials when necessary
- Undertake research and collate information as needed for the Executive
- Manage the Executive's expenses and credit card statements
- Compose correspondence on behalf of the Executive
- Coordinate with all staff across the organisation as needed
- Support the scheduling of fundraising and development events where the AD and ED's attendance is expected

Board Administration

The Executive Assistant supports the Executive Director in preparing and collating papers for the quarterly board meetings and in addition:

- Coordinates with the Trustees to set meeting dates and arrange venues for the meetings
- Minutes the Board meetings and circulates board papers
- Manages the general communication with the Trustees in conjunction with the Executive Director

General

- Work with colleagues to support the cover for phones, door entry and other general duties to keep the offices working smoothly
- Support the management of room calendars across the organisation
- Set up relevant meetings, booking the meeting room, greeting those attending, providing paperwork and refreshments as necessary

Equality, Diversity and Inclusion

Take a lead on championing the Almeida's commitment to equality and diversity. We want to create and sustain a productive, diverse and inclusive working environment. We ask everyone who works with us to champion this ambition and embed it in their day-to-day work being at the heart of our Equality Policy. It is monitored through our Annual Equality Action Plan.

Environmental Sustainability

We aim to be an environmentally sustainable organisation and ask that 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

- Enthusiasm for theatre and the arts
- Excellent IT skills including Outlook, Word, Excel
- Excellent written and numerical skills
- Attention to detail and good organisational skills
- A confident and welcoming telephone manner
- Ability to work with tact, diplomacy and complete confidentiality.
- Ability to tackle and solve problems independently
- Enthusiasm for working within a busy office environment
- Ability to maintain a calm authority under pressure

Remuneration and Hours

This post is offered as a two year fixed term contract.

- Salary: £26,000 - £27,000 per annum
- Working hours are 10.00am – 6.00pm, Monday to Friday
- Holiday: 20 days per annum (bank holidays are in addition to this)
- Probationary period: 3 months
- Notice period: 8 weeks

- Following 13 weeks' service you will be automatically enrolled into the Almeida's auto-enrolment pension scheme, with NOW Pensions. Alternatively the Almeida offers a salary sacrifice 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: buddy 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