

ALMEIDA THEATRE

About the Almeida Theatre

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, 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.

Role Description

This is a fixed term contract for 12 months, to start as soon as possible in May 2024 ending May 2025.

Job Description: Participation Coordinator

Purpose of role:

This is a full-time post, working closely with the team to support the producing of participation projects and providing key administrative support for the participation department.

Reports to: Participation Producer

Responsible for: Freelance Artists

Works with: Schools Producer, Director of Participation, Participation Assistant (Intern)

This role will include:

- Work with the Participation Producer to co-ordinate events, masterclasses and workshops as part of *Almeida For Free* festivals.
- Recruit for and support the Young Producers programme during the year, supporting the young people to curate *Almeida For Free* festivals, liaising with teams around the building to organise and support the logistics and the administration of the events.

- Attend *Almeida for Free* festivals representing the Almeida.
- Work with the Participation Producer to support Young Company projects, taking on producing tasks and organising room bookings, communication with group members, invoices and supporting some rehearsals in evenings and weekends.
- Regularly attend meetings and help on projects at all stages, from planning to evaluation.
- Lead on all elements of generating the annual report including gathering info, case studies, data and gathering information from other members of the team, liaising with the development team to ensure it is fit for purpose.
- Provide admin support for the department including answering general enquiries via the phone and email and any other administration that the team requires.
- Work with the Participation Producer to ensure data and equal opportunities information for all projects is current and up to date.
- Work with the Participation Producer to process all invoices, log them into our monitoring documents and update budgets where appropriate.
- Co-ordinate the practical elements of the community show which will be on in February 2025. This will include booking all rehearsal rooms, liaising with the Creative Director, Producer and Production Manager on any tasks needing to be undertaken, e.g. communicating with community casts, creating registers and schedules, processing invoices, and supporting practically with some rehearsals in evenings and weekends.
- Representing the department by attending Ops meetings
- Maintain databases including freelance staff and outreach organisations, ensuring the data is accurate.
- Process the department credit card.

Development, Evaluation and Monitoring:

- Ensure that monitoring and evaluation data for all project activity is collected and accurately recorded in the appropriate format.
- Collaborate with the Participation Producer and Development team in the collation of narrative and quantitative data for prospective funding bids and proposals.

Equality, Access 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 Actions for Change: Equality, Diversity and Inclusion policy and Anti-Racism Policy and monitored through our 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

- An interest in participation work and theatre projects with young people and community groups.
- Some project coordination or experience of producing or supporting participation projects.
- Some experience of facilitation or supporting practical activity/rehearsals with young people or community groups.
- High standard of numeracy, literacy, and IT skills
- Excellent verbal and written communications skills
- Ability to work independently and as part of a team
- Ability to learn and become proficient in new systems and procedures
- Ability to manage a number of differing projects and prioritise workload
- Demonstrable interest in the Almeida Theatre and its work

Remuneration and hours:

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

- Salary: £28,000
- Holiday: 20 days per annum
- Probationary Period: 1.5 Months
- Notice Period: 4 Weeks
- Hours: Monday to Friday 10am – 6pm normally, but flexibility needed for evening workshops and occasional weekend events (if you work a weekend day you will get a TOIL day)
- Pension: 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: Theatre ticket subsidy 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 Theatre's Administration Offices at 108 Upper Street, London, N1 1QN