

# 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 Description

**Job title:** Production Assistant

**Responsible to:** Head of Production

**Role Description:** This is a Fixed Term contract for 18 months

**Purpose of the Role:** To support the work of the Almeida Production Department in planning and delivering all productions and to assist the smooth running of the department on a day-to-day basis.

**Brief:** To work with the Head of Production, Production Manager and production team to support the department in the planning and delivery of all productions, events and participation productions.

## General

- To be the main point of contact for general enquiries for the Production team.
- To place orders, receive and check deliveries and arrange returns as required for the Production department.
- Help to create a cohesive working environment across production and technical departments

- To assist with the recruitment of stage management, technicians and production staff as required; maintain an up-to-date pool of regular freelance staff, as well as reaching out to new freelancers to diversify our production and technical staff
- To ensure all freelance staff are promptly contracted and introduced to other Almeida departments and creative teams
- Assist with the upkeep and general housekeeping of Almeida properties especially the production office, rehearsal room and prop and costume store
- To assist the Head of Production with Almeida building projects, such as capital works projects and the upgrade and development of Almeida properties
- Support the Head of Production in the general repair and maintenance programme of the rehearsal room and production office

### **Production:**

- To support in the Head of Production, Production Manager and Producing team with planning, construction, and delivery of the physical aspects of the production
- To support Stage Management teams throughout the rehearsal process, responding to any technical needs
- Work with the Production Manager to maintain production budgets and financial systems.
- Be responsible for production petty cash and credit card remittances where necessary
- To assist in the creation of production schedules and be aware of wider building activity via Spaces.
- Monitor show reports and rehearsal notes and be a proactive part of problem solving.
- To assist the Production Manager and Head of Production with set storage and assets in our off-site storage facility; ensuring all scenic, props, furniture and technical equipment is itemised and updated on the server.
- Assist with the upkeep and management of the Almeida prop store. Making sure all prop hires are properly logged and returned promptly.
- Support the Production Manager with organising design meetings, model box delivery and collection for designers and workshops
- Take accurate minutes and notes for design and production meetings and distribute accordingly
- Provide administrative support for Stage Management teams, Head of Costume and Technical team as required.
- To oversee the production requirements for the participation department shows and auxiliary events at the theatre, in the rehearsal room and at off site locations.
- Draft contracts for all Stage Management teams.
- Create the welcome pack for the acting companies in co-ordination with the producing team
- Support General Management in the induction process for show freelancers.
- Oversee housekeeping of rehearsal room and prop store.
- Manage Rehearsal Room Bookings.
- Assist the Producers in the creation of contact sheet and photo sheet.
- Assist the Production Manager and Stage Management Team with the transfer of rehearsal room to theatre at start of tech
- Draft contracts for all show staff including wardrobe/costume/sound.

## **Health & Safety**

- To support the Production Manager in the management of all production Health & Safety requirements, specifically: CDM, rehearsals, fit ups, show running and get outs.
- Assist in producing and updating production Risk Assessments and Method Statements for all productions
- Be first aid and fire marshal for 108.
- Take on any additional H&S training where necessary.

## **Person Specification**

### **Essential**

- Experience in theatre production and/or arts administration.
- An interest in theatre, and a good awareness of the industry (e.g., ASD, ABTT).
- Strong skills in the use of Microsoft Office.
- Empathetic approach to the creative process and
- strong problem-solving skills.
- Proactive and flexible attitude, ability to prioritise and respond to quickly changing priorities.
- Strong communication and interpersonal skills.

### **Desirable**

- Experience of working in producing theatre
- A working knowledge of drafting software such as AutoCAD and Vectorworks. Ability to use AutoCAD an advantage.
- Demonstrable knowledge of theatre Health & Safety procedures.
- Experience of financial management systems.

## **Equality**

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.

## **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.

## **Summary of conditions of employment:**

- Working hours are usually Monday-Friday 10am-6pm, however some evening and weekend work will be required in line with the needs of the productions for which TOIL will be given
- Fixed Term Contract: 18 Months
- Holiday: 20 days per annum (bank holidays are in addition to this)
- Notice period: 2 months
- Salary: £27,000 - £30,000
- Pension: as part of auto-enrolment you may be eligible for NOW pension. The Almeida contributes 3% of basic salary to a stakeholder pension scheme, (Scottish Widows are the provider), following 3 months service and successful probationary period.

- 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 Offices, 108 Upper Street, London, N1 1QN