

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 : **Operations Manager**

Reporting to : **Director of Finance & Operations**

Responsible for : **Operations and HR Coordinator**

This is a new role in the re-structured Finance and Operations team supporting the day to day operation and administration of the company – providing support to all departments ensuring that there are sound operational and financial resources underpinning the safe and effective day to day life of the organisation.

The work of the Operations team is key to developing good communication between all departments, drawing together the key operational issues to ensure the most effective day to day running across both sites – being the Almeida theatre and the rehearsal rooms/offices.

Key Responsibilities:

HR

- Manage the Almeida HR strategy to create a positive and supportive culture of communication across the organisation
- Oversee recruitment process
- Issue contracts of employment
- Maintain and update the HR policies and processes
- Manage the Guardians scheme
- Manage all aspects of staff training, training budgets, and keeping training up to date as part of the company's legal compliance
- Oversee and manage the collection of data for monitoring purposes

Actions for Change

- Make a full contribution to the company's Actions for Change strategy and action plans

Health & Safety

The Health & Safety Committee meets regularly and is chaired by the Executive Director. The Operations Manager is a member of the Committee and takes day to day responsibility for Health & Safety across the

company as delegated by the Chief Executive, and Executive Director. Delegated responsibility for the productions sits with the Head of Production.

- H&S includes mental health, occupational health and well being
- Ensure that adequate H&S, fire safety and first aid provision is maintained across the company
- Ensure fire risk assessments and H&S audits are maintained
- Manage Fire Marshalls and Fire/Evacuation drills
- Recording all incidents/accidents and reporting to Riddor when required
- Key holder/first responder in emergency situations

Estate management

The Almeida's property includes 108 Upper St rehearsal room/offices, Almeida Theatre, 109 Upper St rented accommodation & 108 residential accommodation

- Ensure that the day to day maintenance and repair is in good order and ensuring that all compliance issues of services is maintained
- Manage the repairs and maintenance budget
- Coordinate with Head of Production, Director of Finance and Operations and Chief Technician (Almeida Theatre) as appropriate

Legal Compliance

- Maintain compliance with all aspects of the Almeida's operation including:
 - Contracts of Employment and freelance contracts
 - Health & Safety
 - Estate Management
- Ensuring that all equipment is serviced and maintained in accordance with the company's legal obligations
- To ensure the company is up to date on current employment legislation

General

- Ensure that key services of IT, telephones, office equipment and cleaning are in good order building robust relationships with each provider to achieve the best services available. Lead on review of service/supplier contracts
- Manage and develop the Almeida Environmental Sustainability Action Plan, attend ES meetings
- Attending regular meetings as required ie, season planning, access, operations, and estate management

Equality, access, and diversity

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 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

We are looking for someone who can be self-motivated, practical and flexible, with a positive outlook.

It is essential to have a minimum of five years' experience of working in a producing theatre through either company/stage management, FOH/Theatre management or general management and also be IT literate, with experience of using Microsoft Excel, Word and Outlook.

You should be able to demonstrate attention to detail, have fundamental administrative skills and the ability to prioritise a busy workload and be a good team player.

We also require experience of:

- managing staff and ensuring that appraisals and training considerations are routine
- drafting contracts and policies
- managing budgets
- managing maintenance and operations of buildings
- data management and a working knowledge of GDPR

Remuneration and Hours

Full time permanent role

Salary: £43,000 - £45,000

Hours: Monday to Friday, 10am to 6pm with additional hours as necessary

Holiday: 20 days pa (rising to 25 after 2 years service)

Pension: Following 13 weeks employment - enrolment into either Now Pensions or Scottish Widows Pension Scheme (including a Salary Sacrifice option), the Almeida contributes 3%; employee 5% of salary.

Other benefits:

- Season ticket loan (travel)
- Theatre ticket reimbursement
- 20% discount in the Almeida Bar
- Cycle scheme/Cycle2work scheme (salary sacrifice scheme)
- Two tickets to each Almeida production
- The opportunity to attend Press nights and other events
- Discounts available at local Islington businesses