

ALMEIDA THEATRE

Background information

The Almeida is a 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 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 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 the community, 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.

Participation Assistant – Purpose of role

The Almeida Participation team work on a wide variety of participation projects which take place across our three areas of work: Schools, Young Artists and Community. This role is an entry-level, 18-month fixed term role and has been created to introduce candidates to participation work in a theatre context and to support our busy team. The Participant Assistant will support projects across the whole of our programme, taking on the role of assistant facilitator and assistant director on projects with children, young people and community groups as well as providing vital admin support for the department.

Job Description

Job title: Participation Assistant
responsible to: Participation Producer
Works closely with: Director of Participation, Schools Producer and Participation Coordinator.

We are looking for someone who is interested in building a career in theatre participation work and wants to find out more about how a busy participation team in a subsidised theatre functions.

This is an entry level role, so across the 18-month contract, you will have the opportunity to learn about all aspects of the participation programme. You will mostly work Monday-Friday 10am-6pm, but there will be evening and weekend workshops regularly so we are looking for someone flexible, although you will be able to take time off in lieu in return. You will work as an assistant facilitator in workshops, you will have the opportunity to assistant direct at least one show with a Young Company group, and you will learn how our Almeida For Free festival is curated, supporting workshops and masterclasses. You will support the team with administrative work across all of our projects.

As an Assistant, you will build your network with fellow Almeida Assistants, and will be supported throughout your time at the Almeida. This role will work closely with multiple roles across the

Participation Assistant August 2024 such you will gain essential experience in working in a small Theatre building.

This role will appeal to you if:

- You have an enthusiasm for theatre and in particular, for participation work in a theatre context.
- You have an interest in developing your skills in facilitating/directing young people, community groups and participatory projects.
- You have an interest in developing your administrative and project management skills professionally.

We are **not looking for specific qualifications or previous professional theatre experience**, as we will provide training in all relevant areas. It would help if you have had some experience in facilitation, either in or out of education. We are looking for someone who is friendly and approachable, with a passion for work created for, by and with young people and the community.

This role is specifically for ethnically diverse, D/deaf and disabled and neurodivergent and working-class candidates as we want our team and our work to be informed and representative of the diverse community it serves.

Key Responsibilities:

Schools

Our Schools Producer will support your development as a facilitator, as you work closely on the delivery of a number of projects in our Schools Programme. This will include regular work as an assistant facilitator, supporting lead artists both in-schools and at the Almeida. As you develop your experience and confidence, there will be opportunities to work as a lead artist on our schools programme. These projects include:

- Primary Programme: Primary Hubs, Holiday Clubs and one-off workshops.
- Secondary Programme: Almeida Unlocked, 14-18 Young Company Hubs, SEND Work Experience, Why Drama? Workshops and Open Sessions.

You can find more information on the above projects [here](#)

Young Artists

- Supported by our Participation Producer, you will assistant direct a Young Company show, working closely with the young people (18-25 year olds) and supporting their pastoral care.
- You will support our Young Producers where necessary, helping to organise Almeida For Free festival events and supporting workshops and masterclasses as part of the festivals
- You will lead some Open Sessions workshops and creatively produce/lead a project for young artists nearer the end of your contract.

Community

- You will work as an assistant facilitator on the Almeida Trilogy Community show, 81 (Life), in particular taking some responsibility for pastoral care of the community members, and supporting the logistics of rehearsals, including making tea and coffee and buying snacks.

You will support on all elements of the process of creating the production, including acting as a "runner" when necessary, doing some assistant producing, and helping the team to look after all the community participants.

Administration

You will work closely with our Participation Coordinator to provide administrative support across the whole department, including:

- Providing admin support for the department, answering emails and phone calls where necessary
- Regularly attending meetings on behalf of the team
- Supporting the administration of all projects, from planning to evaluation
- Collecting data and entering it to support our evaluation and our equal opportunities work.

In return you will:

- Work with a huge variety of different facilitators and directors, honing and developing your own facilitation and directing skills.
- Work with a variety of different age groups, backgrounds and types of participation projects
- Learn about the administration and producing of participation projects.
- Gain an understanding of Tessitura, a CRM/database used in theatres, galleries and museums
- Have the opportunity to take part in training in first aid, fire warden skills and safeguarding
- Free ticket access and networking opportunities for all Assistants

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

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.

Remuneration and Hours:

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Salary: £27,352 per annum (London Living Wage)

Hours: 40 hours per week. Some evening events.

Holiday: 20 days per annum

Probationary period: 3 months

Notice period: 8 weeks

Contract type: Full-Time, Fixed Term, 18-months

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), following 6 months' service and successful probationary period.

Other benefits: theatre ticket subsidy scheme, season ticket loan, theatre tickets, staff discount in the Almeida bar and other local amenities.

Location: This position is based at the Almeida's Administration Offices at 108 Upper Street, London N1 1QN