

# 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:**            **Stage Management Placement**

**Reporting to:**            **Company Stage Manager**

**Key working relationships:**    **The Producing & Production Teams.**

**Purpose of role:** This is a learning opportunity to gain insight into how a Stage Management team operates in a producing house. You will work closely alongside all members of the Stage Management team and support them and the production through the rehearsal and tech process.

### **Summary of role:**

- Be a proactive member of the stage management team and support the wider Almeida teams throughout rehearsals and tech.
- Support the stage management team with rehearsal requirements including; script copies, stage mark up, rehearsal prop and furniture requests.
- To assist in sourcing props and furniture for the production.
- Attend weekly production meetings.
- Assist creating accurate prop setting list and other production related paperwork.
- Learn about the production process and work as part of a wider team.

### **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 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.

### **Desirable:**

- An interest in Stage Management, particularly in a producing house.

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

This post is offered as an unpaid placement position.

- Production: To be confirmed
- Dates: Monday 28 October – Tuesday 17 December
- Hours: Flexible, but Monday to Saturday, 10am to 6pm with 1 hour for lunch
- Other benefits: Travel expenses up to the cost of a Zone 1-3 weekly travelcard (currently £45.20) per week, staff discount in the Almeida bar and other local amenities.
- Location: This position is based at the rehearsal room and Almeida Offices, 108 Upper Street, London, N1 1QN/ Almeida Theatre, Almeida Street, London, N1 1TA