

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 has been led for the last twelve years by Artistic Director Rupert Goold and Executive Director Denise Wood who will step down in the new year. 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 reinvented classics. Dominic Cooke will take up the post as the Almeida's Artistic Director in 2026.

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: SECURITY & FIRE OFFICER

Reports to: Front of House Manager

The Security & Fire Officer is a key component in the Almeida's relationship with its audiences, providing essential support to the staff who manage the theatre building and activity within it. This is an outward-facing, public role to provide staff and customers with confidence that the theatre is a safe and welcoming environment at all times. The Security & Fire Officer keeps the Almeida's staff, property, and customers safe, dealing with issues as they arise as necessary. We aim for the highest possible standards whilst maintaining an atmosphere that is friendly, accessible, and safe.

The Security and Fire Officer supports and is line managed by the Front of House Manager. The role may involve supervision duties when two guards are required.

General Responsibilities

- Assist the Front of House Manager in ensuring that security measures and fire response are carried out effectively and efficiently.
- Support the ongoing security of the Almeida's staff, property, customers, and customers' personal valuables before, during and after a performance or event, against theft, violent conduct, intrusion, or other damage including fire.
- Ensure familiarity with the cast and company of each production.

Shift Responsibilities

- Report to the Front of House Duty Manager at the start of every shift.
- Complete pre-show checks of the building in accordance with the Security Checklist.
- Ensure the foyer is never left unattended.
- Quickly identify and act on any questionable behavior by potential intruders, challenging individuals as necessary and reporting such activity to the Front of House Duty Manager.
- Deal appropriately and sensitively with any individual causing a disturbance, removing them from the premises when necessary and as appropriate.
- Record and report any security incidents to the Front of House Duty Manager.

- Support the Front of House and Bar Duty Managers in maintaining the appearance of the theatre and eliminating potential hazards, by clearing glasses, ensuring appropriate lights are on, etc.
- Oversee autograph signing as required.
- Supporting the FOH and Bar Duty Managers in ensuring the conditions of our license with regard to the provision of entertainment and alcohol are upheld at all times.
- Undertake large bag checks before storage as required.
- Act as key holder and take responsibility for locking and alarming all areas of the theatre in line with the closing procedures and Security Checklist.
- Act as key holder and be familiar with the lock-up procedures for 108 Upper Street [Almeida offices].
- Attend and support Front of House briefings, drills, training, and other meetings as necessary.

Health & Safety and Evacuation Responsibilities

- Ensure all emergency exits are unlocked and clear of obstruction prior to the house opening for each performance.
- Conduct regular patrols of the building to identify, assess, and respond to any potential hazards or suspicious behaviour.
- Respond immediately when the fire alarm is activated, accompanying the Bar Duty Manager in investigating the cause of the alarm and taking appropriate action in accordance with Almeida's emergency and evacuation procedures.
- If a building evacuation is necessary, support the Front of House and Bar Duty Managers in leading Almeida staff and members of the public to the designated meeting point, acting as the point of contact to whom staff report.
- Act as a First Aider, responding to and recording accidents and incidents as appropriate.
- Support the Front of House and Bar Duty Managers in coordinating with the emergency services as required.

Person Specification

Essential Criteria

- SIA Frontline license holder
- Good knowledge of current security practice in the UK
- First Aid and Fire Warden trained
- Diligence, excellent timekeeping, and the ability to remain calm under pressure
- Clear spoken English
- Works well both independently and as part of a team
- A warm and friendly manner for welcoming visitors
- An approach which exudes a feeling of safety and control
- Takes responsibility for the role and has job ownership

Desirable Criteria

- Knowledge of counter terrorism security work
- Experience in hospitality security
- Interest in theatre

Remuneration and hours

- Salary: £33,280 per annum
- Hours: 40 hours per week.
- Shift pattern: Monday to Saturday evenings plus midweek and Saturday matinee performances
- Holiday: 25 days per annum. It is generally expected that you will take holiday during the fit up, tech or dark periods when the theatre is not presenting performances.
- Probationary period: 3 months
- Notice period: 8 weeks
- Contract type: Full-Time, Fixed Term, 12-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 Theatre, Almeida Street, London N1 1TA