

ALMEIDA THEATRE

About the Almeida Theatre

The Almeida Theatre is a leading producing theatre company in London with a reputation for producing work of the highest standard - achieving recognition through critical acclaim, and an increasing national and international reach.

A small room with an international reputation, the Almeida began life as a literary and scientific society, complete with library, lecture theatre and laboratory. From the very beginning, the building existed to investigate the world.

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 reinvigorated classics. Dominic Cooke will take up the post as the Almeida's Artistic Director in 2026.

We strive to inspire the audiences and theatre makers of the future. Every year we reach over 8,000 young people through our Young Artist, schools, and community outreach programmes. We run our regular For Free festivals and offer £5 tickets for every production to those 25 and under.

In addition to the main repertoire there is an events programme including live and digital content, and productions that regularly transfer to the West End and beyond.

The Almeida is supported by Arts Council England and raises other income through ticket sales and the support of generous individual givers and corporate sponsors.

Role Description

The Schools Coordinator is a vital part of the Almeida's Participation team, supporting the delivery of our Every Child and wider Schools programmes. This role helps to build and maintain strong relationships with schools, artists, and facilitators, ensuring that projects are well-organised, accessible, and impactful. The role provides essential administrative and assistant producing support, from coordinating workshops and resources to liaising with schools and gathering evaluation data.

This is a public-facing role that represents the Almeida in schools and helps ensure young people feel welcomed, inspired, and supported through their engagement with the theatre. The ideal candidate will have a passion for participation work, with experience working with young people aged 7 - 16 in a drama context.

This is a fixed term contract for 6 months, to start November 2025

Job Description: Schools Coordinator

Almeida Every Child is a new strand of our Schools programme, launching in the 2025/26 academic year. Through drama and theatre-making workshops, we aim to engage every Year 5, 7, 8 and 9 student in Islington. Working in close collaboration with both primary and secondary schools across the borough, the project will reach over 6,000 students.

Reports to: Schools Producer

Responsible for: Freelance Artists

Works with: Participation Producer, Director of Participation, Participation Assistant, Participation Coordinator

This role will include:

Every Child Schools Programme

- Work with the Schools Producer to co-ordinate meetings and workshops as part of the Every Child Schools programme.
- Support lead facilitators in delivery of sessions in the room as an assistant facilitator.
- Delivering sessions as a lead facilitator, both programmed in advance but also as last minute cover.
- Coordinating reaching out to schools and making first contact to recruit for the programme.
- Recruit for and support the Every Child programme during the year, liaising with the Schools Producer and wider Participation team to organise and support the logistics and the administration of the programme.
- Represent the Almeida through attending in-school sessions where appropriate
- Work with the Schools Producer by taking on producing tasks and organising room bookings, communication with schools and facilitators.
- Ordering and arranging of workshop resources, visiting schools in-person to drop off resources.
- Draft risk assessments for all activity on the Every Child programme.
- Co-ordinating scheduling of schools workshops and facilitator availability, working on assigning facilitators and assistants to schools, and dealing with last minute clashes and dropouts.
- Regularly attend meetings and help on projects at all stages, from planning to evaluation.
- Lead on all elements of generating statistics for reporting, including gathering info, case studies, data and gathering information from other members of the team.
- Work with the Schools Producer to ensure data and equal opportunities information for all projects is current and up to date.

Wider Schools programme

- Provide admin support for the wider Schools Programme, including any other administration that the team requires.
- Coordinate the Free School Ticket scheme, liaising with schools and Almeida box office.
- In the room assisting on the wider projects in the Schools programme, acting as an assistant director on various programmes in Schools and Young Artist projects where needed.
- Work with the Schools Producer and Participation Coordinator to process all invoices, log them into our monitoring documents and update budgets where appropriate.
- Liaise with schools to promote our wider Schools programme, booking schools in for various programmes.
- Coordinating a Schools database, gathering information on each of our local schools and keeping up to date.

Equality, Access 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 Actions for Change: Equality, Diversity and Inclusion policy and Anti-Racism Policy and monitored through our Action Plan.

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.

Person Specification

- An interest in participation work, specifically for schools work within participation in theatre.
- Project coordination or experience of producing or supporting participation projects.
- Some experience of facilitation or supporting practical activity/rehearsals with young people aged 7-14
- High standard of numeracy, literacy, and IT skills.

- Excellent verbal and written communications skills.
- Ability to work independently and as part of a team.
- Ability to learn and become proficient in new systems and procedures.
- Ability to manage a number of differing projects and prioritise workload.
- Demonstrable interest in the Almeida Theatre and its work.

Remuneration and hours:

This post is offered as a fixed-term, part-time position.

- Salary: £28,000 (pro rata 3 days per week)
- Holiday: 25 days per annum
- Probationary Period: 8 Weeks
- Notice Period: 4 Weeks
- Hours: Monday to Friday 10am – 6pm normally, but flexibility needed for evening workshops and occasional weekend events (if you work a weekend day you will get a TOIL Day) **Working days will be discussed once appointed.**
- Pension: Following 13 weeks' service you will be automatically enrolled into the Almeida's auto-enrolment pension scheme, with NOW pensions. Alternatively, the Almeida offers a salary sacrifice pension scheme with Scottish Widows following a successful probationary period. You have the option of opting out of joining a pension scheme if you prefer.
- 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 Theatre's Administration Offices at 108 Upper Street, London, N1 1QN