

# 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 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.

In addition to the main repertoire, there is a wide-reaching programme of Participation work engaging with young people, the Islington local community and schools, an events programme including live and digital content, and Almeida 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

### COMPANY STAGE MANAGER – 18-25 YOUNG COMPANY

#### Purpose of role:

This is a new post, to act as Company Stage Manager for the production of the 18-25 Almeida Young Company from January to March 2026. The CSM heads up the Stage Management Team and provides a central point of contact to the acting company, creative team and the Almeida staff team.

This Young Company will celebrate Rupert Goold's & Denise Wood's leadership of the Almeida Theatre over the last decade. During their tenure, the company has produced 67 main stage productions, 14 of which have transferred to the West End and 11 of which have transferred to New York.

The Almeida Young Company will perform on the set of American Psycho, drawing together extracts from plays over the last 12 years of Almeida productions. The project will celebrate the many brilliant writers we have worked with - and interrogate the big, imaginative, ambitious questions that have been shared on our stage.

#### Brief:

- Responsible for the welfare and pastoral care of the Young Company actors and stage management team
- Manage the stage management department and the individual show teams
- Keep the Directors, Participation Team up to date on all relevant company matters, coordinating with the Producer to do so
- Work with Producer and Participation Team to ensure the smooth running of the productions overall – representing the interests of the shows in the day-to-day operations of the organisation

**Reports to:** Participation Producer

**Responsible for:** Stage Management teams and placements

**Key Working Relationships:** Artistic team, Production and Technical teams, Creative teams

## **Key Responsibilities:**

### **Artists and stage management**

- Oversee and issue schedules, calls, rehearsal notes and show reports
- Look after all day-to-day welfare issues, creating the best possible circumstances for the workplace including providing and coordinating information to deal with medical emergencies as they arise
- Create and issue cast and creative team contact sheets
- Be first point of call for the day to day life of the artists, in close collaboration with and supported by the Participation Team

### **Financial**

With the Production Manager and Producer:

- Manage credit card reconciliation for each production
- Work to agreed budgets managing overtime and hours of work within the individual production budgets
- Contribute to the budgeting process for the productions

### **General**

- Develop and manage relevant policies relating to the smooth running of productions coordinating with the Producer to do so
- Be an active member of the Health and Safety committee and take a lead in ensuring the day-to-day health and safety of artists and stage management teams during each production
- Provide all necessary back up information for medical welfare available to stage management teams, creating policies where appropriate
- Attend production meetings
- Coordinate with the Producer to create and manage of performance schedules, representing artists interests for the overall production schedule
- Coordinate with other departments for any live broadcast, filming and press photography
- Represent the interests of the artists in the formulation of Almeida policies such as Health and Safety, Safeguarding, Access and Equality
- Coordinate with the Producer and Access Officer as necessary for the presentation of access performances
- Manage return procedures: props hire, returns, re-selling props and introduce systems for the management of this in consultation with the Producer and Head of Finance.
- Manage the props store – create an inventory, introduce system for hires and ensure that it is kept tidy.
- Oversee use of rehearsal room – ensuring that it is kept tidy and cleared at the end of each rehearsal period
- Standardise all paperwork – eg calls, rehearsal notes, show reports and prompt copies and develop processes where required to ensure consistent delivery across shows

### **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 Equality Policy. It is monitored through our annual Equality 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.

Any other duties as may be required by the Executive Director, Producer or Operations Director.

## **Person Specification**

### **Essential:**

- Experience of company stage management, preferably within a producing theatre and for participation projects
- Experience of managing a stage management team
- Ability to build strong and effective relationships with both creative and backstage staff
- Confident decision maker and creative problem solver

- Experience of budget management
- Good level of computer literacy
- An excellent communicator
- Discreet, diplomatic, trustworthy
- Ability to manage a number of projects simultaneously and to prioritise workload
- Knowledge of current Health & Safety Guidelines

**Desirable:**

- First Aid Trained
- Fire Warden Trained
- Experience of working with non-professional/community actors and young people.

**Remuneration and Hours**

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

- Fee: £2500 (calculated on a Pro Rata basis), inclusive of overtime.
- Dates & Hours:
  - Wednesday 4th February 3pm-9pm (Production Meeting & Weekly Rehearsals)
  - Wednesday 11th February 3pm-9pm (Production Meeting & Weekly Rehearsals)
  - Sunday 15th February 10am-6pm (Production Meeting & Weekly Rehearsals)
  - Wednesday 18th February 3-9pm (Production Meeting & Weekly Rehearsals)
  - Sunday 22nd February 10-6pm (Technical Rehearsals)
  - Thursday 26th February 10-5pm (Technical Rehearsals)
  - Friday 27th February 10-5pm (Technical & Dress Rehearsals)
  - Sunday 1st March 10-10pm (Performances 1 & 2)
  - Friday 6th March 11-5pm (Performance 3)
  - Sunday 8th March 11-10pm (Performance 4 & 5)
  - Monday 9th March 10-6pm (Reset Day)
  - Some additional days to source props and hires for performances
- Notice period: Four weeks
- Benefits: Staff discount in the Almeida bar and other local amenities
- Location: This position is based at the Almeida Offices, 108 Upper Street, London, N1 1QN/ Almeida Theatre, Almeida Street, London, N1 1TA