

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

Finance & Operations Assistant

This is a fixed term (9 months) full time role to support the Finance and Operations team at the Almeida.

Reporting to: Finance Manager and the Operations Manager

Key Responsibilities:

This is a key role within the Finance & Operations Team, supporting the Finance team with day-to-day processing of suppliers payments and managing the card payment system and reconciliations. To support the Operations Manager to ensure the smooth running of the office and theatre buildings.

Finance and Administration

- Process and reconcile petty cash, invoices and credit card expenditure.
- Support the Finance team (approx. 50% of the week)
 - Process invoices in sage accounts, set up payment runs
 - Check and process soldo – input into sage accounts
 - Check and process petty cash returns for costume/props, upload to Sage accounts
 - Administration of the theatre ticket scheme

Day to Day Operations and Estate Management

- To support the smooth running of the offices and rehearsal room at 108 Upper Street
- Manage the daily internal and external post and all deliveries / collections.
- Monitor stationery, IT and general office supplies and replenish stocks as required.
- First point of contact for staff with IT and equipment issues; signposting to our IT provider as appropriate.
- Monitor the BuildingMaintenance@almeida.co.uk email, maintain a log of repairs and maintenance across all sites, book in and oversee repairs.
- Ensure routine maintenance is carried out, maintain a log of key dates, book in and oversee suppliers.
- Liaise with key service providers for the office as required; book in and oversee servicing and site visits.
- Assist with the management of the cleaning company

- Ensure the entrance door buzzer is answered during office hours and calls to the main switchboard are answered appropriately.
- Support the use of the company 'space' calendars, assisting staff in making most effective use of our spaces, organising meetings and managing the room booking system as required
- Monitor the info@almeida.co.uk email inbox, responding to and forwarding emails as required.
- Arrange and minute regular operational and Environmental Sustainability meetings
- To keep the offices and green room tidy during the working day and to help deal with any problems that arise

Health & Safety

- Log and monitor Accident and Incident reports and maintain the Health & Safety files
- Arrange, set up and minute the regular Health & Safety committee meetings.
- Conduct weekly fire alarm tests, monthly fire equipment checks and maintain the fire log
- Perform DSE assessments for staff

HR

- Be the first point of introduction for new employees working at 108, introducing them to staff, issuing keys and providing them with a tour of 108 and the theatre.
- Provide administrative support to the Operations Manager as required including recruitment, new starter inductions and tours, organisation of staff events.
- Administration of the DBS scheme
- Assist with Breathe HR administration
- Monitor the recruitment@ inbox, responding to and forwarding emails as required

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 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.

Person Specification

Essential

- Excellent communication and interpersonal skills.
- Excellent timekeeping.
- Excellent written and numerical skills.
- Proactive and flexible attitude, ability to effectively prioritise.
- ability to take initiative and to tackle and solve problems independently.
- Ability to work with tact, diplomacy and complete confidentiality.
- IT proficient with a strong working knowledge of Microsoft Outlook, Word and Excel.

Desirable

- A keen interest in theatre.

Remuneration and Hours

We are offering this post as a fixed term interim role for a minimum of four months to start as soon as possible.

- Salary: £30,000 - £32,000 depending on experience
- Hours: 40 hours per week – fixed term for 9 months
- Holiday: 25 days holiday per annum
- Probationary period: Two months
- Notice period: One month
- 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
- Location: This position is based at the Almeida Offices, 108 Upper Street, London, N1 1QN