

**ALMEIDA
THEATRE**



**EXECUTIVE ASSISTANT
RECRUITMENT PACK**

ALMEIDA THEATRE

The image shows the interior of the Almeida Theatre, an auditorium with red seats and a stage. The stage is in the foreground, and the seats are arranged in a semi-circle. The ceiling is dark with several spotlights hanging from it. The walls are dark with some decorative elements. The overall atmosphere is dimly lit and professional.

We bring together the most exciting artists to take risks;
to provoke, inspire and surprise our audiences; to interrogate
the present, dig up the past and imagine the future.

Whether new work or reinvigorated classic, we make live art
to excite, enliven and entertain.



ABOUT THE ALMEIDA

“A theatre to which everyone should take out a subscription”

The Observer

“Small but mighty, Islington’s Almeida Theatre is one of the most prestigious - and on form! - theatres in London, equally influential as a haven for great writers, great directors and great actors.”

Time Out

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. From the beginning, our building existed to investigate the world.

Under the new leadership of Artistic Director Dominic Cooke and Executive Director Ros Brooke-Taylor, the Almeida’s vision is to make bold work which challenges and questions the world we live in; bringing together the most exciting artists to interrogate, provoke, inspire and entertain audiences through new writing and reinvigorated classics.

While the Almeida is rooted in Islington, many productions continue beyond the walls of the theatre – either through West End or Broadway transfers, national and international tours, or digital capture. In addition to the main repertoire, there is a wide-reaching participation programme, including a range of creative opportunities and training for young people, and projects working with our local Islington community.



**“THE MOST
DARING AND
EXCITING
THEATRE IN
LONDON”**

EVENING STANDARD

WORKING WITH US



The Almeida is committed to being an inclusive and diverse organisation: representative of the community around us and a cultural home to all. We want everyone who works with us or visits us, to feel welcome and respected. And we want the imaginative work we present on stage to speak to the world we live in, with all its rich variety of voices and cultures.

This commitment to equality, and to a company culture which treats staff, freelance artists and audiences equally and fairly, goes beyond the Almeida. We are committed to upholding these values in the wider industry and to playing our part in creating a sustainable future for a more equitable theatre in this country. You can find out more about our Equality, Diversity and Inclusion Policy [here](#).

Everyone who works with us or visits us is expected to share in this belief and show it through behaviour towards others.

STAFF BENEFITS

- Complimentary staff tickets to attend performances at the Almeida
- Staff discount in the Almeida bar and other local amenities
- Development programmes via e-learning platform, specialist in-person training and training opportunities
- Invites to company lunches and regular social activities
- Access to interest-free season ticket loan and cycle to work scheme
- Access to mental health and wellbeing advisors providing workplace counselling and support
- Eye test vouchers



SUSTAINABILITY

The Almeida Theatre is committed to reducing carbon emissions and minimising its environmental impact to support the Creative Green commitment to keep global temperatures below two degrees of warming.

Our productions aim to follow the Theatre Green Book Baseline Standard Guidelines, striving to ensure 50% of all materials used in the production have a previous life and 65% have a future life. The set for *A Moon for the Misbegotten* was built from 100% reclaimed timber, and second-hand items.

Over the past 10 years, we've cut our energy use by 9% annually, saving 146 tonnes of CO₂e each year – equivalent to driving 876,000 km in a diesel car or taking 146 economy flights from Paris to New York.

This comes as a result of an investment of more than £700k in capital improvements, including the installation of LED lights, upgraded boilers at the theatre, air handling units in our offices, decommissioning of gas boilers (saving 30 tonnes of Co₂ each year), and installation of new energy efficient windows and roofs.

Some of our future plans include installing solar panels in our offices, introducing LED lighting with motion sensors backstage and front of house, and enhancing the management of heating and cooling in the auditorium



PARTICIPATION

Our Participation projects give opportunities to people of all ages to create theatre with some of the most exciting artists working in the industry today. All of our Participation programme is offered entirely for free.

YOUNG ARTISTS

We run a number of programmes for Young Artists aged 14-25 – our Young Company for actors, as well as our Young Producers, and Young Designers and Technicians. Alongside every production, we also host Almeida For Free – an exciting festival for anyone aged 25 and under which gives young people the chance to see our productions for free and take part in a variety of masterclasses, workshops and panel discussions.

SCHOOLS

Our new programme, Almeida Every Child, will engage with every Year 5, 7, 8 and 9 pupil studying in the borough across the next academic year. Our Schools offer is completely free to access and dedicated to local Islington schools.

COMMUNITY

This year we present 1000 (Millennia) the final instalment of our Islington Trilogy community productions, celebrating Islington and featuring participants from our local community. 1000 (Millennia) will journey deep into our borough's history and reach far into our future to construct an imaginative, mythic Islington.



**“THE ALMEIDA
PRODUCES HIT
AFTER
UNSTOPPABLE HIT”**

THE I



JOB DESCRIPTION: EXECUTIVE ASSISTANT

This is an opportunity for someone at the early stage of their career, who is keen to learn about the day to day running of a theatre company.

As Executive Assistant, you will be at the heart of the organisation providing comprehensive support to the Artistic Director and the Executive Director.

You will be a central point of communication for the Artistic Director and Executive Director within the organisation and the initial contact for artists, stakeholders and guests. The Executive Assistant is a position requiring discretion and confidentiality – you will have access to a range of information and have insight into the strategic ambitions and planning of the company.

This post requires someone who enjoys organisational and administrative tasks, someone who can be confident and personable when communicating whether in person, over the phone or email, and who enjoys multi-tasking, prioritising workload and forward planning in a fast paced and dynamic environment.

OUTLINE OF RESPONSIBILITIES

- Manage the schedules of the Artistic and Executive Directors including booking internal and external meetings, assist with scheduling some external projects, making travel and accommodation arrangements, booking theatre tickets, and communicating with the wider organisation to ensure that information runs smoothly. Take calls on behalf of the Executive, responding as appropriate. Welcome guests into the building and ensure visitors are looked after.
- Manage the inbox of the Artistic Director and Executive Director including monitoring, screening, organising and responding to emails and ensuring correspondence is up to date and that information is circulated as needed – keeping the email filing system up to date.
- Support and assist the producing and literary teams in the coordination of the artistic programme, availability checks for artists as necessary, and administration as needed
- Ad hoc support of the Associate Director including diary management, setting up meetings, admin and booking theatre tickets
- Maintain a curiosity and interest in theatre; seeing work, feeding back to the artistic team
- Manage the press night, including invitations and lists, preparing gifts and cards, ensuring the post-press party runs smoothly, and making all seating arrangements with the Box Office Manager.
- File and retrieve documents and reference materials when necessary
- Undertake research and collate information as needed for the Executive
- Manage the Executive's expenses and credit card statements
- Compose correspondence on behalf of the Executive
- Coordinate with all staff across the organisation as needed
- Support the scheduling of fundraising and development events where the AD and ED's attendance is expected

JOB DESCRIPTION: EXECUTIVE ASSISTANT

BOARD ADMINISTRATION

The Executive Assistant supports the Executive Director in preparing and collating papers for the quarterly board meetings and in addition:

- Coordinates with the Trustees to set meeting dates and arrange venues for the meetings
- Minutes the Board meetings and circulates board papers
- Manages the general communication with the Trustees in conjunction with the Executive Director

GENERAL

- Work with colleagues to support the cover for phones, door entry and other general duties to keep the offices working smoothly
- Support the management of room calendars across the organisation
- Set up relevant meetings, booking the meeting room, greeting those attending, providing paperwork and refreshments as necessary

EQUALITY, DIVERSITY AND INCLUSION

Take a lead on championing the Almeida's commitment to equality 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 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.

Reports to: Artistic Director and Executive Director (the Executive)

Key Working Relationships: All departments and centrally the artistic team – Associate Director, Literary Coordinator, Senior Producer and Producer.



PERSON SPECIFICATION: EXECUTIVE ASSISTANT

- Enthusiasm for theatre and the arts
- Excellent IT skills including Outlook, Word and Excel
- Excellent written and numerical skills
- Attention to detail and good organisational skills
- A confident and welcoming telephone manner
- Ability to work with tact, diplomacy and complete confidentiality
- Ability to tackle and solve problems independently
- Enthusiasm for working within a busy office environment
- Ability to maintain a calm authority under pressure
- Flexibility in managing and adjusting to scheduling conflicts

RENUMERATION AND HOURS

This post is offered as a two-year fixed term contract.

- Salary: £30,796
- Working hours are 10.00am – 6.00pm, Monday to Friday
- Holiday: 25 days per annum (bank holidays are in addition to this)
- Probationary period: 3 months
- Notice period: 8 weeks
- 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.
- Location: This position is based at the Almeida Offices, 108 Upper Street, London, N1 1QN



ALMEIDA THEATRE

APPLY NOW

Submit your application by FRIDAY 22ND MAY at 12PM via [Executive Assistant Application Form](#)

Any questions at all, please contact generalmanagement@almeida.co.uk

