

**ALMEIDA  
THEATRE**



**Participation Coordinator  
RECRUITMENT PACK**

# ALMEIDA THEATRE

The image shows the interior of the Almeida Theatre. The stage is in the foreground, with a large, ornate globe on a stand. The audience seating is arranged in a semi-circle, with red seats. The ceiling is dark with several spotlights hanging from it. The walls are dark and feature some decorative elements. The overall atmosphere is dramatic 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 CO<sub>2</sub>e 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 Co<sub>2</sub> 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”**

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# **JOB DESCRIPTION:**

## **Participation Coordinator**

As Participation Coordinator you will be at the heart of the Participation department providing comprehensive support to the Participation Producer and wider team. You will be a central point of communication within the organisation for all upcoming Participation projects including Almeida For Free, our Young Companies and community projects.

This post requires someone who enjoys organisational and administrative tasks, someone who can be confident and personable when communicating and has an interest in working with young people, schools and community groups. You will be subject to an Enhanced DBS check and the post may require some evening and weekend work.

### **OUTLINE OF RESPONSIBILITIES**

- Provide administration support for the department including answering general enquiries via email and any other core administration that the team requires.
- Work with the Participation Producer to ensure that monitoring and evaluation qualitative and quantitative data (baselines, equal opportunities information, surveys, case studies) for all project activity is collected, monitored and accurately recorded in the appropriate format.
- Work with the Participation Producer to process all invoices, log them into our monitoring documents and update budgets where appropriate.
- Regularly attend meetings, and represent the department by attending Ops and Green Group meetings
- Maintain databases including freelance staff and outreach organisations, ensuring the data is accurate.
- Process the department credit cards and expenses.
- Liaise with other team members and departments to ensure a joined-up and efficient use of space and resources for all projects
- Lead on all elements of generating the department annual report including gathering info, case studies, data and gathering information from other members of the team, liaising with the development team to ensure it is fit for purpose.
- Collaborate with the Participation Producer and Development team in the collation of narrative and quantitative data for prospective funding bids and proposals.

# JOB DESCRIPTION: Participation Coordinator

- Work with the Participation Producer to support Young Company and Community projects from planning to evaluation. Taking on producing tasks including organising room bookings, communication with group members, creating registers and schedules and supporting practically with some rehearsals in evenings and weekends.
- Recruit for and support the Young Artists' programmes including the Young Producers, supporting the young people, liaising with teams around the building to organise and support the logistics and the administration of the project.
- Work with the Participation Producer to co-ordinate events, ticketing and groups outreach as part of Almeida For Free festivals.
- Support the Youth Advisory Board Coordinator, and liaise with staff in the building when needed to set up Almeida Youth Board meetings
- Coordinate National Youth Advisory Board meetings and support the Director of Participation in organising events and meetings
- Support the Participation Producer to ensure freelancers feel supported and are successfully managed when working on projects.
- Work with the Participation Producer to ensure that participants feel pastorally supported when taking part in projects.
- Administrative support for Schools projects where needed

**Reports to: Participation Producer**

**Key Working Relationships: Freelance Artists, Schools Producer, Director of Participation and Schools Coordinator.**



## **EQUALITY, DIVERSITY AND INCLUSION**

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: Participation Coordinator

- An interest in participation work and theatre projects with young people, schools, and community groups.
- Experience in project coordination, producing or supporting participation projects.
- Some experience of facilitation or supporting practical activity/rehearsals with young people, in schools or with community groups.
- High standard of numeracy, literacy, and IT skills (working with Windows-based software)
- Excellent verbal and written communications skills, with strong attention to detail
- Ability to work independently and as part of a team, as a supportive team member
- Ability to learn and become proficient in new systems and procedures
- Strong organisational skills, with an ability to manage several differing projects and prioritise workload
- An interest and commitment to safeguarding, access, diversity and inclusion and sustainability
- Demonstrable interest in the Almeida Theatre and its work

## RENUMERATION AND HOURS

- Salary: £31,129
- 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,



# ALMEIDA THEATRE

**APPLY NOW**

Submit your application by Monday 8<sup>th</sup> June 12pm via [Participation Coordinator link](#)  
Any questions at all, please contact [generalmanagement@almeida.co.uk](mailto:generalmanagement@almeida.co.uk)

