

**ALMEIDA  
THEATRE**



**Production 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 audience seating is in the middle ground. 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 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”**

THE I



# **JOB DESCRIPTION:**

## **Production Assistant**

To support the work of the Almeida Production Department in planning and delivering all productions and to assist in the smooth running of the department on a day-to-day basis.

To work with the Head of Production, Production Manager and production team to support the department in the planning and delivery of all productions, events and participation productions.

### **OUTLINE OF RESPONSIBILITIES**

- To be the main point of contact for general enquiries for the Production team.
- To place orders, receive and check deliveries and arrange returns as required for the Production department.
- Help to create a cohesive working environment across production and technical departments/
- To assist with the recruitment of stage management, technicians and production staff as required; maintain an up-to-date pool of regular freelance staff, as well as reaching out to new freelancers to diversify our production and technical staff.
- To ensure all freelance staff are promptly contracted and introduced to other Almeida departments and creative teams.
- Assist with the upkeep and general housekeeping of Almeida properties especially the production office, rehearsal room and prop and costume store.
- To assist the Head of Production with Almeida building projects, such as capital works projects and the upgrade and development of Almeida properties.
- Support the Head of Production in the general repair and maintenance programme of the rehearsal room and production office.
- Assist the producers with booking of external spaces, setting up workshops and booking travel, as required.

# JOB DESCRIPTION: Production Assistant

- Support the Head of Production, Production Manager and Producing team with planning, construction, and delivery of the physical aspects of the production.
- Support Stage Management teams throughout the rehearsal process, responding to any technical needs.
- Work with the Production Manager to maintain production budgets and financial systems.
- Be responsible for production petty cash and credit card remittances where necessary.
- Assist in the creation of production schedules and be aware of wider building activity via Spaces.
- Monitor show reports and rehearsal notes and be a proactive part of problem solving.
- Assist the Production Manager and Head of Production with set storage and assets in our off-site storage facility; ensuring all scenic, props, furniture and technical equipment is itemised and updated on the server.
- Assist with the upkeep and management of the Almeida prop store. Making sure all prop hires are properly logged and returned promptly.
- Support the Production Manager with organising design meetings, model box delivery and collection for designers and workshops.
- Take accurate minutes and notes for design and production meetings and distribute accordingly.
- Provide administrative support for Stage Management teams, Head of Costume and Technical team as required.
- Oversee the production requirements for the participation department shows and auxiliary events at the theatre, in the rehearsal room and at offsite locations.
- Draft contracts for all Stage Management teams.
- Create the welcome pack for the acting companies in co-ordination with the producing team.
- Support Operations Team in the induction process for show freelancers.
- Oversee housekeeping of rehearsal room and prop store.
- Manage Rehearsal Room Bookings.
- Assist the Producers in the creation of contact sheet and photo sheet.
- Assist the Production Manager and Stage Management Team with the transfer of rehearsal room to theatre at start of tech.
- Draft contracts for all show staff including wardrobe/costume/sound.

**Reports to: Head of Production**

**Key Working Relationships: Production Manager, Producers**



## **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: Production Assistant

## Essential:

- Experience in theatre production and/or arts administration.
- Demonstrable interest in theatre, Production Management and the production process.
- Strong skills in the use of Microsoft Office.
- Empathetic approach to the creative process and strong problem-solving skills.
- Proactive and flexible attitude, ability to prioritise and respond to quickly changing priorities.
- Strong communication and interpersonal skills.
- Discretion when working in a busy office environment.
- Ability to use initiative and seek practical solutions.

## Desirable:

- Experience of working in producing theatre.
- A working knowledge of drafting software such as AutoCAD.
- Demonstrable knowledge of theatre Health & Safety procedures.
- Experience of financial management systems.

## RENUMERATION AND HOURS

This post is offered as a permanent role.

- 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.



# ALMEIDA THEATRE

**APPLY NOW**

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

