

ALMEIDA THEATRE

Background Information

The Almeida is a 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 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 is led by Artistic Director Rupert Goold and Executive Director Denise Wood and 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 exciting artists to interrogate, provoke, inspire and entertain audiences through new writing and reinvigorated classics.

In addition to the main repertoire, there is an events programme including live and digital content, a full range of activities for young people, and 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: Participation Producer

Reporting to: Director of Participation

Responsible for: Participation Coordinator, Participation Assistant (intern), freelance artists and workshop leaders on a project-by-project basis

Key working relationships: Schools Producer

Purpose of the role: This post will work closely with the Director of Participation, producing all shows which originate from the Participation team, setting up and managing participation projects and working closely with young people and community groups.

There is also an opportunity to instigate and creatively lead on participation projects.

The Participation Producer will manage the Participation Coordinator and the Participation Assistant, as well as any work placements and freelancers. They will manage show and project budgets and contribute to the writing of funding applications and evaluation reports.

This post will deputise for the Director of Participation when necessary.

Key Responsibilities

Young Artists

- Produce Young Company events and shows, including setting up recruitment processes, supporting freelance directors and creative teams, managing the budget and liaising with the Production Manager/technical teams/ Wardrobe team.
- Run the Young Producers' projects: recruit members, lead meetings and programmed activity.
- Produce Almeida for Free festivals; working with the wider Participation team and the Young Producers to programme artists and events, and build a network of groups to offer outreach tickets to.
- Set up a series of events/projects for Young Designers and Technicians
- Work with the Director of Participation to recruit paid Emerging Artists who will work across Young Company projects and the main program.

- Work with the Director of Participation to diversify and expand the reach of the young people that we work with.

Community

- Produce the Almeida Trilogy Community shows in 2025 and beyond, working closely with the Director of Participation to manage the budget and the creative teams, ensure the creative vision is being supported, and to liaise with all production/technical/wardrobe teams.
- Build partnerships with local community organisations, writing partnership agreements where necessary.

Operations/Administration

- Liaise with Box Office Manager and Front of House Manager to ensure all Front of House support needs are met for Participation events at the Almeida Theatre.
- Ensure all Participation activities are risk assessed, comply with Health & Safety guidelines and adhere to the Almeida Theatre Safeguarding Policy.
- Work with the Participation Coordinator to manage and keep track of data for reporting to the Arts Council and our internal Actions for Change work.
- Write contracts for freelance artists and keep track of invoices coming in.

Digital

- Contribute to digital content on the website for young people including setting up creative digital projects with young people.
- Work with the Participation Coordinator to manage content of the participation section of the website, and in particular to manage a schedule of output for our AT Participate Instagram account.

Development

- Support the Director of Participation and the development department in the writing of some content for funding bids and evaluation reports, in particular working on the Participation Annual Report

Other

- Attend internal meetings as necessary.
- Collate equality monitoring data for all facilitators and participants.
- Any other appropriate tasks as required by the Director of Participation, including deputizing for the Director of Participation when necessary.
- Attendance of weekly departmental meetings.

Equality

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.

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

- Experience of producing high-quality participation shows, for and with young people and community groups, including liaising with directors, production teams, other creative teams and managing budgets.
- Flexible, inventive and risk-taking approach to devising participatory projects which will connect and respond to the main programme at the Almeida.
- Confident in leading workshops with people of differing ages, abilities and experience
- Experience in recruiting and managing freelance artists to lead creative projects.
- Experience in recruiting participants from diverse communities to take part in projects.
- Passion for the Almeida's theatre programme and sensitivity and imagination to respond to it.
- Accomplished written and verbal skills with good proof-reading.
- Experience of working with social media

- Ability to multi-task and manage a variety of different projects at the same time, including keeping good schedules and keeping track of different budgets.
- Awareness of safeguarding issues

Desirable

- Experience of working in a professional theatre context
- Experience in managing teams, including administrators, placements and freelancers.
- Arts Award trained

Summary of conditions of employment:

This post is offered as a permanent, full-time position.

- Salary: £38,000- £40,000 depending on experience per annum
- Hours: Monday to Friday, 10-6pm with 1 hour for lunch. Occasional evening and weekend work may be required.
- Holiday: 20 days per annum rising to 25 days after 2 years' service
- Probationary period: 3 months
- Notice period: 2 months.
- Pension: As part of auto-enrolment you may be eligible for NOW pension. The Almeida contributes 3% of basic salary to a stakeholder pension scheme, (Scottish Widows), following 6 months service and successful probationary period.
- Other benefits: theatre ticket subsidy scheme, staff discount in the Almeida Café Bar and other local shops/restaurants
- Location: This position is based at the Almeida Offices, 108 Upper Street, London, N1 1QN

The Almeida Theatre is an equal opportunities employer, and our aim is to create a diverse and inclusive working environment which reflects the city we live and work in and the communities and audiences that we engage with. The recruitment process is open to all, but we particularly encourage applications from people of colour and D/deaf & disabled candidates as these groups are currently underrepresented at the Almeida.