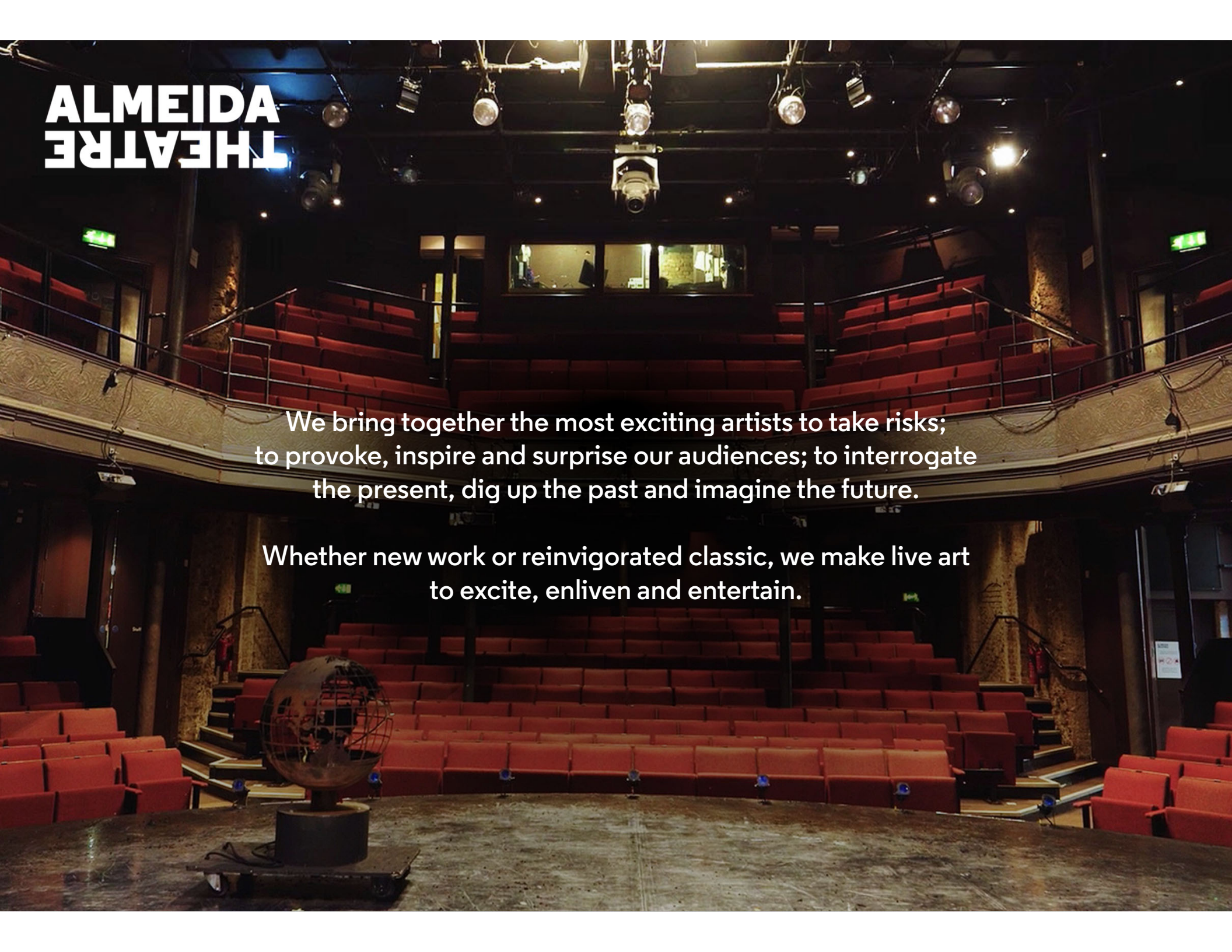


A photograph of the Almeida Theatre at night. The building is a light-colored, modern structure with large glass windows and doors. People are walking past the entrance, some blurred due to motion. The interior is lit up, showing a stage and audience area. A sign on the left says 'BOY II' and 'UNTIL 28 MAY'. A sign on the right says 'ALMEIDA THEATRE'. The text 'ALMEIDA THEATRE' is written in large, white, bold letters in the top left corner.

**ALMEIDA
THEATRE**

**Finance & Operations Assistant
RECRUITMENT PACK**

ALMEIDA THEATRE

A wide-angle photograph of the interior of the Almeida Theatre. The stage is in the foreground, covered with a dark, worn carpet. A large, ornate, spherical metal sculpture sits on a small stand in the center of the stage. The audience seating consists of red upholstered chairs arranged in several tiers, including a balcony. The walls are dark and feature some decorative elements. The ceiling is equipped with numerous stage lights and rigging. The overall atmosphere is that of a historic, intimate performance space.

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:

Finance & Operations Assistant

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 Head of Operations to ensure the smooth running of the office and theatre buildings.

OUTLINE OF RESPONSIBILITIES

Finance and Administration

- Process and reconcile petty cash, invoices and credit card expenditure.
- 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

- 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 Building Maintenance 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.

JOB DESCRIPTION:

Finance & Operations Assistant

Day to Day Operations and Estate Management continued

- Monitor the 'info' email inbox, responding to and forwarding emails as required.
- Arrange and minute regular operational and Environmental Sustainability meetings.
- 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.
- Provide administrative support to the Head of Operations as required including recruitment, new starter inductions and tours, organisation of staff events.
- Administration of the Disclosure and Barring Service scheme.
- Assist with Breathe HR (human resources platform) administration.
- Monitor the 'recruitment@almeida' inbox, responding to and forwarding emails as required.

Reports to: Finance Manager and Head of Operations



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.

PERSON SPECIFICATION:

Finance & Operations Assistant

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.

RENUMERATION AND HOURS

This post is offered as a permanent full-time role.

- Salary: £30,000 - £32,000 depending on experience.
- Working hours are 10.00am – 6.00pm, Monday to Friday (40 hours per week).
- Holiday: 25 days per annum (bank holidays are in addition to this).
- Probationary period: 3 months.
- Notice period: 1 Month.
- 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 10th August 12pm via our [application form link](#).

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

