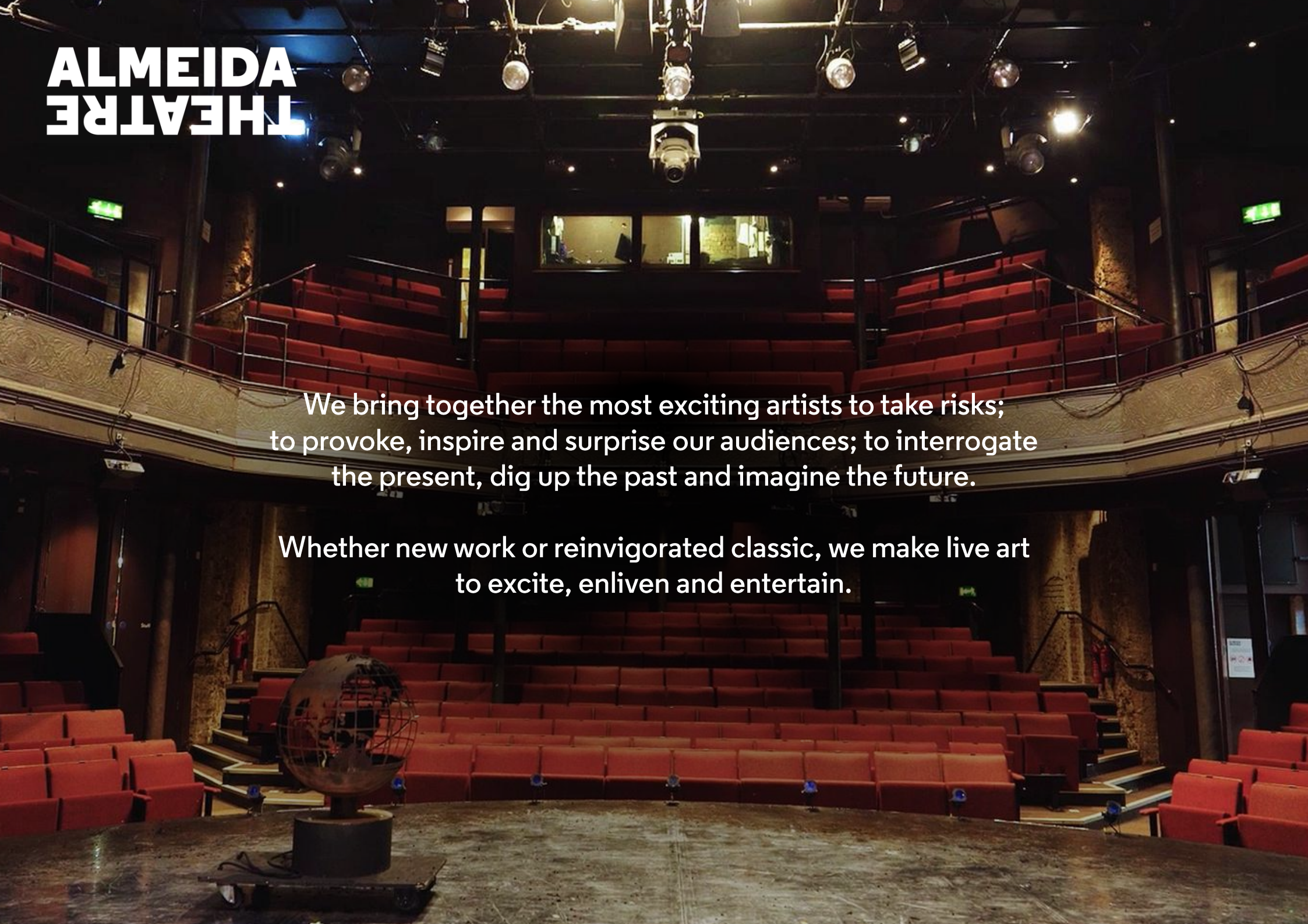


**ALMEIDA  
THEATRE**



**Café & Bar Staff  
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, reflective material. 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 decorative elements. The ceiling is equipped with numerous stage lights and rigging. The overall atmosphere is one of a professional, historic theatre 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
- 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:

## Café & Bar Staff

### Purpose of the role:

To work casual evening and weekend shifts alongside a warm and inclusive team behind the bar to deliver an excellent audience experience.

### Responsibilities include

- Preparing the bar for service.
- Making sandwiches and plating simple menu items to order.
- Serving customers including taking food orders, taking orders for interval drinks, making coffees and basic cocktails.
- Using the till and other systems to ensure the correct recording of sales and stock.
- Providing information to customers on the menu and other aspects of the theatre.
- Providing a warm, efficient and consistent level of service to a wide range of customers.
- Working with all other theatre staff to ensure customers receive quality service throughout their visit.
- Working special event evenings.
- Adhering to the Company's Health and Safety policy.
- Maintaining clean working areas.
- Restocking, clearing and cleaning all areas of the bar.
- that staff receive regular fire awareness and first aid training as required.

**Reports to: Duty Bar Manager**



### **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: Café & Bar Staff

## Essential

- Previous customer service experience.
- Previous experience of cash handling.
- Proven ability to provide a high level of customer service and efficiency during periods of intensity.
- Proven ability to work closely within a small team.
- Proven ability to work with a wide variety of customers.
- Experience of and confidence with working with food (serving or preparation).
- Good spoken English.
- A friendly, hardworking and flexible approach to customer service and all aspects of bar work.
- Availability to work evenings and weekends.
- High standards of hygiene and the ability to maintain a clean and organised working area.

## Desirable

- Interest in working in an arts environment.
- Previous bar or restaurant experience.
- Food Hygiene Certificate.



# **PERSON SPECIFICATION:**

## **Café & Bar Staff**

### **RENUMERATION AND HOURS**

- Hourly Rate: £14.80.
- Hours: This is a zero hours role; we expect there to be approximately 6-12 hours a week but this will vary. The rota will be issued at least one week in advance and there is the opportunity to pick up short notice cover. There may be fewer or less regular hours to work in periods when the theatre closes for a week to open a new production. Overtime is applicable on Sundays, Bank Holidays or after midnight.
- Holiday: Holiday is accrued at a percentage rate 14.54%. For every hour you work you will accrue that percentage of holiday pay which will appear under 'holiday fund' on your weekly payslip.
- 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. You have the option of opting out of joining a pension scheme if you prefer.
- Location: This position is based at Almeida Theatre, Almeida Street, London, N1 1TA.

# ALMEIDA THEATRE

**APPLY NOW**

Submit your application by Thursday 1<sup>st</sup> October at 12pm via our [application form link](#).

Any questions, please contact [generalmanagement@almeida.co.uk](mailto:generalmanagement@almeida.co.uk)

