ALMEIDA THEATRE

Production Assistant Intern - role

The Almeida exists to launch the next generation of British artists onto the world stage.
A small room with an international reputation, the Almeida 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.

Today, we make brave new work that asks big questions: of plays, of theatre and of the world around us. 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, whether in our theatre, on the road or online, we make live art to excite, enliven and entertain.
The Almeida makes argument for theatre as an essential force in an increasingly fragmented society.

The Production Assistant supports the Production Coordinator and Producer on the day to day running of the department. The team oversee every production from programming, casting, rehearsals and assembling creative teams through to the transition into the theatre and the production run. We manage relationships across the organisation and ensure the acting companies are in regular touch with the organisation. You will be line managed by the Production Coordinator and should expect no two days to ever be the same.

The following is a guide to the role it is not wholly comprehensive or restrictive.

Reporting to: Production Coordinator

Main responsibilities

Day to day support for the Production Coordinator and Producer as required, including:

- Research for upcoming productions
- Updating production contact sheets
- Updating other producing/production databases and file systems e.g. creatives database
- Setting up producing/production related meetings, incl booking room, travel, etc
- Where appropriate, taking minutes at meetings and writing up notes
- Arranging travel and accommodation bookings for creatives
- Ordering taxis and couriers for production and producing team
- Where appropriate, availability checks for actors and creatives with agents
- Creating Photoboards and Photosheets for cast and company
- Finding and booking rehearsal and audition spaces and other casting arrangements
- Support with casting arrangements
- ‘Last night drinks’ support- arranging pizzas for cast and company
- Coding, logging and filing invoices
- Filing contracts, next of kin and starter forms
- Support with rehearsal and production schedule updating
- Support with drafting contracts
- Support with arranging press night gifts and other production related gifts and thank yous
- Support with Equality monitoring, database maintenance and research work
- Research and support for any festival, pre and post-show events and similar
- Support in setting up play readings and workshops

- Supporting the Production Managers and Stage Management with tasks as required
- Reading scripts

Person Specification

We are seeking to appoint a candidate with the following skills and attributes:

- Excellent people skills, friendly and welcoming, punctual, reliable, knows how to use initiative.
- Strong interest in theatre and the arts
- Confident IT skills including Word, Outlook and Excel
- High level of attention to detail and accuracy

Remuneration and hours

Length of internship:	12 months
Pay:	£10,452 pro rata (equivalent of £6.70 per hour)
Hours of work:	30 hours per week
Days:	5 days per week
Evening/Weekend work:	No - voluntary attendance to evening productions / press nights / parties as desired
Time off in lieu:	As accrued
Holiday:	20 days per annum, pro rated
Application closing date	12 noon on 22 January 2016
Potential interview date:	8-15 February 2016 TBC
Preferred starting date:	28 February- 15 March 2016 TBC

Application forms
Application forms for this role can be downloaded from www.islington.gov.uk/creativejobs and should be returned by email to arts@islington.gov.uk. Unfortunately we are not able to accept late applications. If you do not have access to the internet or email, please phone Angeles Gordo on 0207 527 5243 for further information on how to apply.

Employability skills session
Islington Council will be holding an employability skills session for applicants [2-4pm] at Platform Youth Hub, Hornsey Road Baths, 2 Tiltman Place, N7 7EE, on Wednesday 13th January 2016. A member of the Council Youth Careers team will be available to advise you on CV writing and interview skills and will be able to help with questions about the application form. Please note - attending this session is **optional** and does not form part of the shortlisting process.

Eligibility
To be eligible to apply for an internship under this scheme you must be:

- Aged between 18 – 24 years
- Currently registered unemployed and not in training or education
- An Islington resident

All shortlisted applicants will be required to supply proof of age (passport or birth certificate); proof that you are registered as unemployed with Jobcentre Plus and claiming an unemployment related benefit (such as Jobseeker's Allowance, Employment and Support Allowance or Income Support); proof of Islington postcode (phone bill or address on bank statement or utility bill).

Shortlisting and interviews
Shortlisted applicants will be notified by email by the 5th February and invited to attend an interview. This is an opportunity for you to find out more about the role and meet some of the people that you will be working alongside. It also provides an opportunity for them to learn more about your skills and interest in the role.

AFTER THE PLACEMENT
It is anticipated that after the placement you will have the skills to enter full time employment either within the Almeida (if a position is available) or at another arts organisation. You will learn skills with us that can be applied to many different vocations, but will learn enough about theatre whilst you are here in order to inform your future career steps. During the placement we will have regular meetings with you to monitor your progress and to check that you are being challenged. We will introduce you to contacts within the

industry and ensure you gain experience in a broad range of theatrical areas, from administration to the rehearsal room.