



## **BACKGROUND INFORMATION**

**SOHO THEATRE** is London's most vibrant venue for new theatre, comedy and cabaret with a national and international touring programme, a digital presence and a new 1000 seat venue in Walthamstow opening soon.

As entrepreneurial as it is innovative, under the leadership of Executive Director Mark Godfrey and Creative Director David Luff, the charity and social enterprise's mission is to produce new work, discover and nurture new writers and artists, and target and develop new audiences.

Soho Theatre works with artists in a variety of ways, from full producing of new plays, to co-producing new work, alongside working with associate artists and presenting the best new emerging companies. Soho Theatre have numerous artists on attachment and under commission, including Soho Six and a thriving Young Company of writers and comedy groups, and presents two new writing Awards, the Tony Craze Award and the Verity Bargate Award.

Bang in the creative heart of London, Soho Theatre presents a pioneering programme model spanning theatre, comedy, cabaret and artists' events and with it a lively bar enjoying a festival atmosphere all year round.

Soho Theatre's 15-show Edinburgh Festival Fringe programme last summer included the smash-hit Underground Railroad Game, Natalie Palamides' Nate and Jessie Cave's Sunrise. Our exciting 2019 Edinburgh programme will be announced soon.

Within its own venue, Soho Theatre produces and presents its own new work, alongside co-productions and work from visiting companies in its three performance spaces; the intimate 165-capacity Soho Theatre, our 90-seat Soho Theatre Upstairs and our 150-capacity cabaret space, Soho Theatre Downstairs. Each year we have over 2000 performances on our stages where audiences of 180,000 people see our work. Thousands more see our work on tour and online.

### **About the Comedy Assistant**

The role of Comedy Assistant is a key role in Soho Theatre's Creative Department, working with the Head of Comedy, Touring Producer and Comedy Associate to deliver the comedy programme at one of London's busiest venues. This role requires energy, enthusiasm, creativity and attention to detail.

**[sohotheatre.com](http://sohotheatre.com) | [www.sohotheatreondemand.com](http://www.sohotheatreondemand.com) | [@sohotheatre](https://twitter.com/sohotheatre)**

*'the place was buzzing, and there were queues all over the building as audiences waited to go into one or other of the venue's spaces.... young, exuberant and clearly anticipating a good time.'*  
Guardian



## **JOB DESCRIPTION**

|                 |   |
|-----------------|---|
| Job Title:      | <b>Comedy Assistant</b>   |
| Responsible to: | Head of Comedy  |
| Working with:   | Touring Producer, Comedy Associate  |
| Purpose of Job: | To support the comedy team in the administration and delivery of Soho Theatre's comedy programme. |

### **Duties:**

#### **Administration**

- Support the Comedy team in all aspects of administration, contractual arrangements, settlements and deal negotiations with visiting companies and co-producers
- Ensure appropriate control measures and paperwork are in place to cover all health and safety aspects of shows, including risk assessments
- Assist with the obtaining necessary work permits, visas, travel and accommodation needs relating to international artists, companies and touring work
- Create and maintain contact sheets for selected projects
- Ensure relevant show and event information sheets are completed for marketing, press and box office purposes
- Manage and process artist and promoter tickets as required
- Contribute to reports on productions for a variety of stakeholders
- Assist in budgeting where required
- Be aware of box office reports and income targets

#### **Artist Liaison**

- Be a regular point-of-contact for artists and companies while they are working at Soho Theatre and ensure they are treated with the highest standards of care and attention
- Liaise with Venue Managers and the Production team to aid with the smooth running and good time-keeping for performances and technical schedules
- Welcome and host comedy artists, promoters, agents and their guests as required and be Soho Theatre's representative during this time

#### **General**

- Be available to regularly work evenings as required



- Represent Soho Theatre at events outside of London, including at the Edinburgh Festival Fringe and act as a point of contact
- See performances outside of Soho Theatre as required
- Network and maintain relationships with Soho Theatre's Associate Companies and Associate Venues
- Attend meetings, as required, including taking an active role in Artistic programming meetings
- Liaise with Visiting Companies and Co-Producers on marketing activity for programmed work and to take an active role in contributing to those campaigns
- Attend and engage with events such as press nights, guest nights and development events at Soho Theatre and other organisations as required
- Answer phones as part of the general Administration line, ensuring awareness of the programme and activities of the Company
- Administrate all aspects of the role, including filing and record keeping and reporting as required
- Support the aims and objectives of Soho Theatre Company both internally and externally
- Uphold and champion the Company's Equality, Access and Diversity policies
- To undertake such other reasonable duties as may from time to time be required

This is a guide to the nature of the work required of the Comedy Assistant. It is not wholly comprehensive or restrictive and may be reviewed with the post holder and the line manager from time to time.



## **PERSON SPECIFICATION**

### **Experience**

- Experience of working in the comedy industry or at festivals, or be able to demonstrate alternative relevant experience
- Experience of working in a role with significant administration responsibilities. Or be able to demonstrate alternative relevant experience
- An awareness of the work of Soho Theatre
- A working knowledge of basic technical theatre terminology

### **Skills**

- Excellent verbal and written communication
- Strong interpersonal skills, with the ability to be diplomatic and tactful
- The ability to work calmly in a fast paced, energetic and demanding environment
- An excellent communicator with the ability to engage with a wide range of personalities and backgrounds
- The ability to understand and support of Soho Theatre's artistic vision

### **Qualities**

- A demonstrable and keen interest and enjoyment of comedy, cabaret, theatre and live performance
- A professional attitude to work
- A friendly and approachable manner
- A flexible approach to work (this role requires the post holder to work in the evenings, at weekends, late nights and public holidays as required)
- An interest in new writing and ambitious approaches comedy, cabaret and theatre
- Friendly and approachable, with an interest in meeting new people
- A working knowledge of the arts sector



## **TERMS AND CONDITIONS**

### **Equal Opportunities**

Soho Theatre Company aims to be an equal opportunities employer. All staff members are required to adhere to Soho Theatre's Equal Opportunities Statement of Policy, a copy of which will be given to the successful candidate.

### **Terms of Employment**

This is a permanent, full time post with a 3-month probation period.

### **Salary**

£19,210 per annum

### **Holiday entitlement**

20 days per annum plus Bank Holidays, rising to 25 days plus Bank Holidays after one full year of continuous employment.

### **Hours**

Normal working week is 40 hours over a 5-day period, Monday to Friday, including a 1 hour unpaid lunch break. Regular evening and weekend work will be required for this role. There are no overtime payments, but TOIL is negotiable with your line manager.

### **Pension**

The Company operates an auto-enrolment pension scheme. This is at the rate of 3% from the employer and 5% from the employee on qualifying (banded) earnings. The Government will pay in 1% of qualifying earnings, which is tax relief. If you have made other arrangements, there is the option to opt out altogether.

### **Staff Benefits**

- Complimentary tickets for Soho Theatre productions
- Season Ticket and/or Cycle to Work loan schemes
- Training and development opportunities
- Discount at the Soho Theatre Bar and other local businesses
- Seasonal flu jabs
- Free tea and coffee
- Annual staff party

April 2019