

## **TRAINEE COMEDY PROMOTER**

**SOHO THEATRE** is London's most vibrant producer for new theatre, comedy and cabaret. Ordinarily Soho's busy Dean Street venue presents a year-round festival programme of shows across three performance spaces, playing to audiences of over 250,000. Our mission is to produce new work, to discover and nurture new writers and artists and to target and develop new audiences.

Soho Theatre's creative work pursues excellence, harnessing an artistic spirit that is based in our new writing roots, inclusivity and being welcoming to all. We work with artists and performers representing different communities, cultures and backgrounds. Our work takes many forms, drawing on the radical ethos of the fringe and the traditions of punk culture and queer performance. We champion voices that challenge from outside of the mainstream, and also some that poke out from within. We identify and nurture new talent through commissions, awards and schemes, and we broaden access through participation work.

This is a period of excitement for Soho Theatre, as we establish a new Walthamstow venue – a 'local theatre with a national profile.' It is part of a broader vision for Soho Theatre's strategic growth which encompasses its Dean Street venue and acclaimed festival programme, a fast-growing digital arm, increased UK and international touring with particular links to India and Australia.

The Trainee Comedy Promoter role exists within a pioneering, six-month, work-based learning programme; the first of its kind to teach the entry-level knowledge and skills which give a firm foundation in producing and promoting in comedy. This is a professional development programme which includes hands on experience producing and promoting a regular comedy show at Soho Theatre, workshops and seminars lead by industry experts and employment skills support throughout.

The role includes experience in Soho Theatre's live comedy work, filmed for our digital platform, touring productions and programme of Creative Learning workshops. This opportunity is designed to position the successful candidate ready to enter the comedy industry at a junior level upon its completion.

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## **JOB DESCRIPTION**

- Job Title:** Trainee Comedy Promoter
- Responsible to:** Head of Comedy, Comedy Kickstart Programme Facilitator
- Working with:** Head of Creative Engagement, Comedy Kickstart Programme Facilitator, Head of Digital and Touring
- Purpose of Job:** This is a six-month placement, where the Trainee Comedy Promoter will work closely with the Comedy team to support the delivery of Soho Theatre's programme. This includes live, digital and touring productions; marketing, public relations, audience development, community's engagement and learning and participation.

The Trainee Comedy Promoter will work with other Trainees and lead on the production and presentation of a series of monthly mixed bill Comedy shows at Soho Theatre, Dean Street.

## **DUTIES:**

### **Administration**

- Assist the Comedy team in all aspects of administration, contractual arrangements, settlements and deal negotiations with visiting companies and co-producers
- Assist in the preparation of appropriate control measures and paperwork to cover all health and safety aspects of shows and engagement activities, including risk assessments
- Create and maintain contact sheets for selected projects
- Ensure relevant show and event information sheets are completed for marketing, press and box office purposes
- Assist in the management and processing of 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**

- Assist the Comedy Assistant who is a regular point-of-contact for artists and companies while they are working at Soho Theatre and ensures they are treated with the highest standards of care and attention
- Liaise with Audience + Communications and Technical departments 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

### **Comedy Producer Programme**

- Attend monthly masterclasses with leaders from different areas of the comedy industry

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- Learn about how the comedy industry fits together and the different career paths available
  - Complete a *Clock Your Skills* programme: a higher level Creative & Cultural Industries accreditation scheme which provides a non-formal, practice based framework for trainees to demonstrate and validate the transferable skills and competencies learnt during the role.
  - Develop a CV which reflects the learning undertaken during the programme

### **General**

- Be available to regularly work evenings as required
- See performances outside of Soho Theatre as required as we search for the best new voices for our stages and our programmes
- Network and maintain relationships with Soho Theatre's Associate Companies and Associate Venues as required
- Attend meetings, as required, including taking an active role in Comedy programming meetings
- Support visiting companies and co-producers on marketing activity for programmed work and to take an active role in contributing to those campaigns in collaboration with Audience + Communication colleagues
- Attend and engage with events such as press nights, guest nights and development events at Soho Theatre and other organisations as required
- 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 Trainee Comedy Promoter. 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**

- Ability to communicate confidently and respectfully with people face to face, over the phone and / or email
- Working and communicating with different types of people

### **Skills**

- Able to take initiative individually and collaboratively
- Able to work to deadlines
- Quick learner
- Organised
- Excellent attention to detail
- Able to contribute to ideas

### **Qualities**

- An interest in comedy
- A desire to learn more about the comedy industry
- Can take direction
- A team player

## **TERMS AND CONDITIONS**

### **Equal Opportunities**

Running through the core of Soho Theatre are the values of equality of opportunity, diversity of background and inclusion and accessibility for all. Our artists, audience and staff reflect a diverse London and we work hard to increase representation across cultures and experience.

### **Terms of Employment**

This is a six month, part-time post with a 1 month probation period.

### **Salary**

£10.85 per hour.

### **Holiday entitlement**

20 days per annum plus bank holidays, pro rata'd to the length of the contract.

### **Hours**

This role is 25 hours per week. It is expected that some of these hours will take place in evenings and / or weekends.

### **Pension**

The Company operates an auto-enrolment pension scheme, which you are eligible to join after three months of employment. 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**

- Tickets for Soho shows (subject to availability)
- Season ticket and Cycle to Work loans and other travel schemes
- Employee Assistance Programme including health insurance
- Seasonal flu jabs
- Training and development opportunities
- Discount at Soho Theatre Bar and other local businesses
- Annual staff party

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