



## **COMMUNICATIONS ASSISTANT - KICKSTART**

**SOHO THEATRE** is London's most vibrant producer for new theatre, comedy and cabaret. We pursue creative excellence, harnessing an artistic spirit that is based in our new writing roots, 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 sometimes from within it too. We value entertainment, accessibility and enjoy a good show. We are a social enterprise and charity and our audiences are diverse in age, background and outlook. This is a period of excitement for Soho Theatre, as we work towards opening a new venue in 2022 - 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.

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

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## **JOB DESCRIPTION**

<b>Job Title:</b>	Communications Assistant
<b>Responsible to:</b>	Audience and Communications Directors
<b>Working with:</b>	Communications Manager – Digital, Communications Officer
<b>Purpose of Job:</b>	To support the Audience and Communications team at Soho Theatre with the marketing, promotion and publicity of the organisation, brand and its shows and events.

## **DUTIES:**

- Supporting the development of marketing campaigns
- Ensuring promotional and messaging material around our venue is up to date
- Monitoring our social media channels
- Collating media coverage of the theatre and its work
- Emailing our databases with upcoming show/activity announcements
- Liaising with colleagues, artists, promoters, agents, freelancers, audiences and artists
- Processing press tickets
- Updating our listings and website

## **PERSON SPECIFICATION**

### **Experience**

- Working as part of a team
- Communicating clearly with different people
- Writing for a specific audience

### **Skills**

- Excellent attention to detail with the ability to prioritise different tasks
- Able to take direction as well as work proactively
- A kind and confident communicator both in person and over phone/email
- Good IT skills

### **Qualities**

- An interest in theatre and comedy
- Discretion, tact and a sense of humour
- Organised with good time management

*Specific experience isn't necessary, we are looking for a passionate person who is able and ready to bring knowledge, skills and attitudes gained from a range of life experiences, including work, volunteering, and other individual pursuits such as family responsibilities and activities, leisure and hobbies, faith groups and broader social activities to the role.*

## **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, 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

August 2021