



LITERARY 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 registered charity and social enterprise and our audiences are diverse in age, background and outlook.

To create theatre we nurture new playwrights, we commission new work and we produce new plays. Writers including Debbie Tucker Green, Chris Chibnall, Theresa Ikoko and Vicky Jones had early work produced at Soho. With comedy and cabaret, we identify, develop and produce exciting new talents and present some of the biggest international stars. Our growing literary department nurtures new talent through our biennial playwriting prize the Verity Bargate Award, our Soho Six commissioning scheme, show coverage, a comprehensive submissions programme and residencies, as well as supporting more established artists through full commissions.

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

JOB DESCRIPTION

Job Title:	Literary Assistant
Responsible to:	Literary Manager
Working with:	Literary Manager
Purpose of Job:	To help support and expand our Literary department's delivery of the 2022 Verity Bargate Award.

DUTIES:

- Accepting and logging large numbers of script submissions (in 2020 the Award received close to 1500 submissions in total)
- Reading plays and identifying talent
- Organising the award ceremony at the end of the project
- Supporting the freelance reading team in logging script reports
- Processing freelance readers' invoices and organising these for the finance department

PERSON SPECIFICATION

Experience

- Working in a team setting
- Communicating clearly with different people
- Using a spreadsheet to organise data (desirable – we can teach you this)

Skills

- Excellent attention to detail with the ability to prioritise different tasks
- Able to take initiative
- Can work as part of a team and independently
- A kind and confident communicator both in person and over phone/email

Qualities

- An interest in theatre and playwriting
- A team player
- Organised and punctual

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