



PROJECT 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.

Our new venue in Walthamstow is currently under construction, collaborating with Waltham Forest Council on a visionary £30m regeneration project transforming the former Granada/EMD into 'a local theatre with a national profile' inspired by a passionate grassroots community campaign which Soho Theatre's involvement dating back over ten years and a London Borough of Culture legacy project for the Council. Filling a gap in the thriving London cultural scene for a 1,000 seat venue, specialising in comedy, the venue will be home to an auditorium where local, national and internationally renowned artists will perform, with new spaces for use by the local community and a vibrant participation programme for all ages. With bars, cafes and restaurants, the venue will create a major cultural hub whilst supporting economic regeneration, bringing jobs and businesses to the local and night-time economies and attracting visitors to Waltham Forest's burgeoning cultural scene. We have recently opened our new office in Walthamstow and are welcoming new members to our team across the project.

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

JOB DESCRIPTION

Job Title: Project Assistant

Responsible to: Development Director

Working with: Project Manager, Executive Assistant

Purpose of Job: The Project Assistant role is a six-month entry level opportunity for anyone interested working in arts and theatre administration.

Working on our new venue project, the Project Assistant will provide administrative assistance and support Soho Theatre's Walthamstow Team.

DUTIES:

- Arranging meetings for members of the Soho Theatre Walthamstow team and external stakeholders
- Taking and distributing meeting minutes
- Preparing materials for presentation to colleagues and external stakeholders
- Coordinating activity in the space under construction including events and building tours
- Undertaking research and collating findings
- Drafting communications for both internal and external aims
- Supporting the broader activities around the project

PERSON SPECIFICATION

Experience

- Working in a team setting
- Communicating clearly with different people
- Writing for a specific audience

Skills

- 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
- Proficient with using IT

Qualities

- An interest in arts and theatre
- Knowledge of the Waltham Forest borough (as this is where the new venue is located)
- 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