

DIGITAL LINE PRODUCER

SOHO THEATRE

NOV - MAR 2021

FIXED TERM CONTRACT

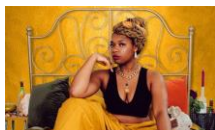
In spring 2022 Soho Theatre will be undertaking a new online festival, releasing digital premieres of Soho Theatre productions and kickstarting a new season of Soho Theatre On Demand. Soho Theatre is seeking a dynamic, creative and enthusiastic Digital Line Producer to join its team in delivering this exciting new festival.

SOHO THEATRE is London's most vibrant producer for new theatre, comedy and cabaret with a national and international touring programme, a digital presence and an additional venue in Walthamstow in progress. 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 has partnered with Amazon Prime Video (UK) for a three-series deal, bringing existing and new comedy shows to the platform.

Recent past productions from Soho Theatre include:

curious

by Jasmine Lee-Jones



SHEDDING A SKIN

by Amanda Wilkin



SUNRISE

by Jessie Cave



TYPICAL

by Ryan Calais Cameron



THE ROLE

Line Producing Soho Theatre digital festival production via Soho Theatre On Demand, working closely with Soho Theatre's Head of Digital & Touring, Creative Director, Head of Finance and Administration and Communications Manager: Digital Content.

- Licencing content and managing contracts
- Scheduling, internal liaison and communication
- Co-ordinating and attending all wraparound events and activity
- Liaison with external production companies
- Building audience-development partnerships with regional venues
- Developing digital festival marketing and press strategy with Communications team
- Creating and maintaining contact sheets
- Tracking box office sales and completing settlements
- Attending weekly production meetings
- Ensure wider Soho team is aware of all production schedules

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 fixed term contract starting in November 2021 and finishing in March 2022

Hours

The Digital Line Producer will agree with the Head of Digital & Touring the hours required to fulfil the agreed services in the specified timeframe, anticipated to be the equivalent of 60 sessions (half days) in total.

Salary

Fixed fee of £4,500 paid in 4 instalments

HOW TO APPLY

Please send a CV and a cover letter of no more than 750 words detailing experience across digital, new-writing and theatre project management, creative influences and understanding of Soho Theatre's new-writing and digital programmes to jobs@sohotheatre.com with **Digital Line Producer Callout** in the subject line. It is also a requirement to complete an equal opportunities monitoring form, found [here](#).

The deadline for submitting your application is 12pm, Friday 29 October.

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