



COMEDY PROGRAMMER

The Comedy Programmer is a new role at Soho Theatre, working with the team to deliver the comedy programme at one of London's busiest venues, assist in securing artists for our stages and being their main point of contact during runs. With up to six comedy shows a night across our three spaces, this role requires enthusiasm for and an enjoyment of live comedy performance, an eye for new talent and exciting voices, and a healthy respect for logistics and problem-solving.

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.

We are mission driven and we measure our success in:

- the **NEW WORK** that we produce, present and facilitate
- the **CREATIVE TALENT** that we nurture with artists, in our participation work and with our own staff
- the **DIVERSE AUDIENCES** that we play to and engage

Bang in the creative heart of London, our home is one of the country's busiest venues with a year-round festival programme and a buzzing bar. By day we're a hive of writing, workshops, showcases, meetings and events and by night we're stage to an average of six shows and a throng of audiences. Ordinarily our work plays to live audiences of 250,000 audiences a year in our Dean Street venue, at the Edinburgh Fringe and beyond. During our temporary closure due to Covid-19 we re-launched our online platform Soho Theatre On Demand, which hosted the phenomenally successful live recording of **FLEABAG** and recently released **TYPICAL** and **SUNRISE**. We've partnered with Amazon Prime Video (UK) for a three-series deal, bringing existing and new comedy shows to the platform (2021-22). We also have an additional venue in Walthamstow in progress.

Soho Theatre's board is chaired by Dame Heather Rabbatts DBE and the company is led by Executive Director Mark Godfrey and Creative Director David Luff.

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



JOB SUMMARY

Closing date:	Monday 29 November, 5pm
Interviews:	w/c 6 December
Job Title:	Comedy Programmer
Reports to:	Head of Comedy
Location:	London, W1D 3NE
Salary:	£30,000 - £33,000 per annum

How to apply:

To apply, please fill in an application form and complete an online [equal opportunities monitoring form](#). When completing your application form, please read the person specification in the job description carefully.

We will shortlist for the position based on how you respond to the job description and the person specification.

Submitting an application:

We prefer applications to be sent by email. Please send your completed forms to jobs@sohotheatre.com with **CP2021** in the subject line.

If you would like to submit your application in another format, or you have any queries about this role, please contact HR on 020 7478 0105 or email jobs@sohotheatre.com to discuss alternatives.

The deadline for submitting your application is 29/11/21.

We plan to hold interviews w/c 06/12/21. We will contact every candidate, whether they have been shortlisted for interview or not.



JOB DESCRIPTION

Job Title:	Comedy Programmer
Responsible to:	Head of Comedy
Working with:	Associate Comedy Producer, Head of Touring & Digital, Assistant to the Head of Comedy & Head of Touring & Digital, Associate Director
Purpose of Job:	To manage the comedy programme at Soho Theatre, working with the Head of Comedy and the wider comedy team to secure artists and taking responsibility for all programme administration.

Duties:

Programming & Administration

- Work with the Head of Comedy and wider comedy team to identify artists for Soho Theatre's comedy programme in Dean Street, Edinburgh and elsewhere.
- Manage all aspects of the administration of Soho Theatre's comedy programme, including deal negotiation contractual arrangement, settlements with visiting companies and co-producers
- Ensure appropriate control measures and paperwork are in place to cover all health and safety aspects of shows, including risk assessments
- Obtain necessary work permits, visas, travel and accommodation needs relating to international artists, companies and touring work
- Work with the Communications department to connect visiting companies and co-producers in delivering marketing/ press campaigns and to take an active role in contributing as required
- Create and maintain contact sheets for selected projects
- Ensure relevant show and event information sheets are completed for marketing, press and box office purposes
- Contribute to reports on productions for a variety of stakeholders
- Assist with budgeting where required
- Be aware of individual show income targets and check box office sales regularly
- Support Soho Theatre's coverage work, seeing work at Soho Theatre, in Edinburgh and elsewhere to identify new artists, feedback and to contribute to programming discussions



Artist Liaison

- Be the main point-of-contact for artists and companies while they are working at Soho Theatre and ensure they are treated with the highest standards of care and attention
- Liaise with the Audience and the Production team 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

General

- Be available to regularly work evenings as required
- Represent Soho Theatre at events outside of London, including at the Edinburgh Festival Fringe, and act as a point of contact
- See performances outside of Soho Theatre as required
- Network and maintain relationships with Soho Theatre's Associate Companies and Associate Venues
- Attend meetings, as required, including taking an active role in programming meetings
- Attend and engage with events such as press nights, guest nights and development events at Soho Theatre and other organisations as required
- Answer phones as part of the general Administration line, ensuring awareness of Soho Theatre's programme and activity
- Administrate all aspects of the role, including filing and record keeping and reporting as required
- Support the aims and objectives of Soho Theatre both internally and externally
- Uphold and champion Soho Theatre'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 Comedy Programmer. 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

Qualities

- A demonstrable and keen interest and enjoyment of comedy, cabaret, theatre and live performance
- A professional attitude to work
- A friendly and approachable manner
- A flexible approach to work (this role requires the post holder to work in the evenings, at weekends, late nights, public holidays and travel to the Edinburgh Festival and other festivals as required)
- An interest in new writing and ambitious approaches comedy, cabaret and theatre
- Friendly and approachable, with an interest in meeting new people
- A working knowledge of the arts sector

Skills

- Excellent verbal and written communication
- Strong interpersonal skills, with the ability to be diplomatic and tactful
- The ability to work calmly in a fast paced and energetic environment
- An excellent communicator with the ability to engage with a wide range of personalities and backgrounds
- The ability to understand and support of Soho Theatre's artistic vision

Experience

- Experience of working in the comedy industry or at festivals, or be able to demonstrate alternative relevant experience
- Experience of working in a role with significant administration responsibilities, or be able to demonstrate alternative relevant experience
- An awareness of the work of Soho Theatre
- A working knowledge of basic technical theatre terminology



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 permanent, full time post with a 3-month probation period.

Salary

£30,000 – £33,000 per annum

Holiday entitlement

20 days per annum plus Bank Holidays, rising to 25 days plus Bank Holidays after one full year of continuous employment.

Hours

Normal working week is 40 hours over a 5-day period, Monday to Friday, including a 1 hour unpaid lunch break. Regular evening and weekend work will be required for this role. There are no overtime payments, but TOIL is negotiable with your line manager.

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

November 2021