

## graphic designer

We're looking for a Graphic Designer to exercise their creative muscles within our growing Audience & Communications Team. You'll be working alongside colleagues across the company to keep the brand and identity of London's most vibrant producer for new theatre, comedy and cabaret as strong as ever. From generating designs for in-venue posters to contributing to our social content, right through signage, branding and bar menus, it's a fast-paced, multi-faceted department, which sometimes has a lot of demands but allows for a lot of creative solutions.

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

## JOB SUMMARY

<b>Closing date:</b>	<b>10am, Tuesday 1 February 2022</b>
<b>Interviews:</b>	w/c 7 February 2022
<b>Job Title:</b>	Graphic Designer
<b>Reports to:</b>	Audience & Communications Director/s
<b>Location:</b>	London, W1D 3NE
<b>Salary:</b>	£25,000-28,000 per annum

### **How to apply:**

To apply, please fill in an application form and complete an online equal opportunities monitoring form - [here](#)). 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](mailto:jobs@sohotheatre.com) with **GD2022** 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 the HR team on 020 7478 0100 or email [jobs@sohotheatre.com](mailto:jobs@sohotheatre.com) to discuss alternatives.

**The deadline for submitting your application is 10am, Tuesday 1 February 2022.**

We plan to hold interviews w/c 7 February 2022. We will contact every candidate, whether they have been shortlisted for interview or not.

## graphic designer – job description

**Purpose of Job:** To work as a member of the Audience & Communications team producing high quality creative graphic design material for print and on-line promotional materials to develop the profile and brand values of the organisation and drive ticket sales.

### **Duties**

#### **Creative/Design**

- Produce creative and innovative graphic design/artwork for print, front of house, advertising, social media and digital media for communicating and promoting the activities of Soho Theatre
- Where appropriate/required generate the source images for print and other media
- Present and explain ideas to colleagues, co-presenters and visiting companies
- Present options for design treatments
- Amend designs according to the colleagues' and collaborators' final comments
- When required, work with colleagues, artists and visiting companies in interpreting their design requirements and ideas and advising on use of copy and design elements

#### **Production**

- Work with the Audience & Communications team to produce work within strict timelines and to budget
- Produce detailed specifications for printing and related work to allow quotes to be sought and to award work according to cost, quality, and timings
- Establish and maintain professional relationships with supplies relating to the production of material within the agreed deadlines, specification, and budget for each individual job

#### **Strategic**

- Work alongside freelance agencies, consultants and designers on substantial Soho Theatre projects and development of Soho Theatre's brand to meet the Company's evolving needs and remits
- Attend campaign planning meetings, and contribute to campaign strategies for both in-house and externally produced projects
- Advise on work produced by visiting companies to ensure concepts and ideas are in line with the Soho Theatre brand
- Advise on developments in graphics technology and to explore new and cost-effective methods of graphic design generally
- Work well in a team, building relationships with printers, copywriters, photographers, other designers, account executives, website designers and colleagues  
Advise on suitable timetables/deadlines for projects and provide cost quotation as necessary, including design work for visiting companies

#### **General**

- Ensure and maintain high standards for all design work
- Maintain and develop Soho Theatre's brand within the company's branding guidelines
- Support the aims and objectives of Soho Theatre, both internally and externally
- Attend company meetings, weekly Finance & Admin meetings and other internal meetings as required
- Uphold Soho Theatre's Equality Policy and Health & Safety Policy at all times
- Take responsibility to be fully aware of the theatre's activities and programme of events at all times

- 
- Any other duties the Audience & Communications team may reasonably require

This is a guide to the nature of the work required of the Graphic Designer. 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

- Creative, positive and flexible approach to work and problem solving
- Able to work as part of a team, under pressure and to deadlines
- Attention to detail with an awareness of the bigger picture
- Have creative flair, originality and a strong visual sense
- A demonstrable interest of working within a live arts environment

### Skills - Essential

- Demonstrate confidence in using graphic design programmes including InDesign; Adobe Photoshop; and Illustrator
- Have strong typographic and layout skills
- Ability to use programmes to manipulate and enhance photographic material
- Ability to specify jobs for print, pre-press and have production knowledge
- Capacity to multi-task working on several design briefs at any one time
- Be a capable proof-reader
- Highly organised with solid administrative skills
- Excellent written and verbal communication skills
- Excellent organisational, administrative, negotiation and networking skills

### Experience

- Demonstrable experience of graphic design
- Working knowledge of design of digital communications including some knowledge of editing and animation skills
- Experience in producing print-ready artwork and print specifications

## **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 envisioned as a full time, permanent contract, with a three-month probationary period. However we are open to job-share applications and part-time working proposals.

### **Salary**

£25,000 - £28,000 per annum.

### **Holiday entitlement**

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

### **Hours**

The full-time working week is 35 hours, with an hour unpaid for lunch. Normal office hours are 10am to 6pm Monday to Friday. You may be required to work outside of these hours on occasion; there are no overtime payments but TOIL is negotiable with your line manager. Soho is currently asking its office staff to work in the theatre building once or twice a week.

### **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 4% from the employer and 3% 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 include**

- 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

January 2022