

Guidance Notes for your Application

Thank you for your interest in the role of Admin Assistant at Soho Theatre. To apply, please send us a completed 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 with **AA2022** 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 0100 or email jobs@sohotheatre.com to discuss alternatives.

The deadline for submitting your application is 10am, Wednesday 26 January 2022.

We plan to hold interviews week commencing 31 January. We will contact every candidate, whether they have been shortlisted for interview or not.

Access and Equality

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. Our recruitment process is open to all, but we are particularly keen to hear from disabled candidates and those from a global majority background as these groups are currently underrepresented in our teams. All disabled candidates who demonstrate that they meet the person specification will be invited for an interview, and we are committed to meeting access requirements; just let us know what you need.

If you require arrangements to be made to enable you to attend an interview, it's helpful if you mention this in the relevant section of the personal details form.

Data Protection

The information you provide will be used to create a shortlist for interviews and to inform our decision of who to appoint. All your details will be held securely, and access limited only to those involved in the recruitment process. Your application will be kept on file for at least three months after the closing date and destroyed no later than twelve months after.

Recruitment data is also anonymised and used internally to identify ways to improve our process and reach the widest possible pool of candidates. A signature on your application form indicates your consent to your data being used in this manner.

If any job opportunities arise in the future which we think you may be suitable for we may send you details of the vacancy.

Thank you and good luck!