

ASSOCIATE PRODUCER (FIXED TERM)

SOHO THEATRE

FIXED TERM CONTRACT (SEP - DEC 2022)

Soho Theatre is looking for an Associate Producer to work on an upcoming autumn production at Soho Theatre this year. This position reports to Soho's Creative Director, and works closely with the production team/s.

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.

Recent past productions from Soho Theatre include:

curious

by Jasmine Lee-Jones



SHEDDING A SKIN

by Amanda Wilkin



THE MINISTRY OF LESBIAN AFFAIRS

by Iman Qureshi



TYPICAL

by Ryan Calais
Cameron



ASSOCIATE PRODUCER – JOB DESCRIPTION

Overview

Working alongside Soho Theatre's Creative Director as Associate Producer on a new theatre production in autumn 2022. The Associate Producer will work closely with the production Director and creatives, stage management team, General Manager - Programme, communications team, and technical & production team.

Associate Producer Duties:

- Attend rehearsals, acting as key point of contact between Creative Director and rehearsal room
- Attend production meetings, taking and circulating notes
- Work with Soho Theatre communications team to support the press and marketing campaigns
- Liaise with Production Manager and technical teams to ensure smooth delivery of the production
- Manage production contact sheets
- Be a regular point of contact for the freelance stage management team and the wider company
- Support actors with line learning as required
- Act as key point of contact for actors, stage management and the full company, and conduit for communication between the company and the wider Soho Theatre organisation
- Assisting with company management for the duration of the production

- Prepare programme pages for published play text
- Work with General Manager - Programme and Communications Officer on Press Night plans
- Attend all previews, press performances and final performance of the production
- Programme and attend post-show Q&As and platform events
- Coordinate all house seat requests with Box Office team

General Duties

- Administrate all aspects of the role, including record keeping and reporting
- Support the aims and objectives of Soho Theatre both internally and externally
- Contribute towards and champion Soho Theatre's Equality, Access and Diversity policies
- Any other reasonable duties the Creative Director or production Director may reasonably require

This is a guide to the nature of the work required of the Associate Producer It is not wholly comprehensive or restrictive and may be reviewed with the post holder and the line manager from time to time.

ASSOCIATE PRODUCER - PERSON SPECIFICATION

Qualities:

- The ability to successfully work in a fast paced, energetic and dynamic working environment
- A creative, confident, and ambitious communicator with the ability to engage a wide range of personalities and backgrounds
- A friendly and approachable, proactive and positive approach to work
- Highly organised and self-motivated and the ability to work individually and as a part of a large team and ability to inspire and nurture the same in others
- Excellent attention to detail and conscientious
- A passion for theatre and new writing

Skills:

- Clear and accurate written and verbal communication skills, including the ability to communicate confidentially and respectfully with colleagues face-to-face, over the phone, on email and online
- Excellent administrative and organisational skills with ability to prioritise and manage a workload that has multiple, varied and often competing deadlines
- High level of computer literacy
- Good networking and confidence in communicating with theatre professionals

Experience:

- Demonstrable previous experience producing or assistant producing at least two professional theatre productions
- Experience of working on productions of new-writing (desirable)
- Excellent organisational skills with ability to prioritise and manage a workload that has multiple, varied and often competing deadlines
- Experience of working in high pressure situations whilst remaining calm, warm and empathetic
- Budget and line management (desirable)

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. All disabled candidates meeting the key requirements (above) will be invited to interview.

Terms of Employment

This is a fixed term contract starting on Monday 19 September 2022 and finishing on Friday 9 December 2022. This role is based in Central London.

Hours

The Associate Producer will agree with the Creative Director the hours required to fulfil the agreed services in the specified timeframe, which will be the equivalent of 40 hours per week. During the rehearsal period the working hours will generally be between 9am and 6pm. During the performance period the working hours will be split between daytimes and evenings.

Salary

£26,000 per annum, pro rata'd to the length of the contract (which equates to £500 per week).

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

HOW TO APPLY

Please send a CV and a cover letter of no more than 750 words detailing your experience in relation to the Job Description and Person Specification to jobs@sohotheatre.com with **Associate Producer** in the subject line. We also ask that you complete an equal opportunity monitoring form, found [here](#).

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 12pm, Friday 26 August. We will contact every candidate, whether they have been shortlisted for interview or not.

Interviews will take place between 1 – 4 September.

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