Soho Theatre is London’s most vibrant producer for new theatre, comedy and cabaret. A charity and social enterprise, we are driven by a passion for the work we produce, the artists we work with and the audiences we attract. We own our own home, Soho Theatre in the heart of London’s West End. A former Synagogue, we raised funds, purchased and redeveloped it, opening it for the turn of the millennium in March 2000. Today it is one of the capital’s busiest theatre and comedy venues, with a year-round festival programme, broad ranged and accessible, and a buzzing bar.

Our roots date back to the early 1970s at the Soho Poly Theatre. A small but influential venue, Soho Poly was radical and relevant, capturing the excitement and innovation of its time. Today our work is wide-ranging, drawing from this fringe heritage, and adding a queer, punk, counter-culture flavour. We champion voices that challenge from outside of the mainstream, and sometimes from within it too. We value entertainment and a great night out.

We produce and co-produce new plays, work with associate artists and present the best new emerging theatre companies and comedians. We present the early work of countless UK artists (many who become industry giants), and we present many international artists’ London debuts. We have a thriving variety of artist and talent development programmes, artists under commission and in development, and two new writing awards including the national Verity Bargate Award for new playwrights.

Work extends far beyond our Dean Street home, with a UK and international touring programme and connections. We present shows and scout talent at the Edinburgh Fringe Festival and have close links with the Melbourne International Comedy Festival. We are the UK’s leading presenter of Indian comedians from the burgeoning scene there, and we have a Soho Theatre Producer based in Mumbai and regularly present work there. We film shows and create our own digital work, and this can be seen on Prime Video UK, inflight on British Airways and streamed from our website.

We are working towards the opening of an exciting new second venue in London, Soho Theatre Walthamstow. A culmination of many years of Soho’s work, in collaboration with a grassroots local campaign, to save a glorious, 1930s art deco venue with an incredible heritage reinvented as a 1,000-capacity venue for world-class comedy, panto, performance and participation – a ‘local theatre with a national profile’.

Soho Theatre is led by Executive Director Mark Godfrey and a collaborative team. Soho Theatre’s board is chaired by Dame Heather Rabbatts DBE; subsidiaries Soho Theatre Walthamstow with co-executive director Sam Hansford and co-chaired by Alessandro Babalola and Lucy Davies, Soho Theatre Bar by Jeremy King OBE.

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**COMPANY STAGE MANAGER**

JOB SUMMARY

We are recruiting a Company Stage Manager for an exciting new production rehearsing March/April 2024 and playing April/May 2024. We are seeking a stage manager with excellent CSM skills to join the project, starting on 11 March 2024.

Closing date: Monday 08 January, 5pm

Job Title: Company Stage Manager

Location: London

Salary: £550 per week

**How to apply:**

To apply, please send a CV and cover letter and complete an online equal

opportunities monitoring form [- click here](https://sohotheatre.typeform.com/to/NqtKPAJZ?typeform-source=sohotheatre.com).

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

Submitting an application:

We prefer applications to be sent by email. Please send your CV and cover letter to [jobs@sohotheatre.com](mailto:jobs@sohotheatre.com) with CSM 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](mailto:jobs@sohotheatre.com) to discuss alternatives.

The deadline for submitting your application is 5pm, Friday 08 January 2024.

We will contact every candidate, whether they have been shortlisted for interview or not.

**JOB DESCRIPTION**

We are recruiting a Company Stage Manager for an exciting new production at Soho Theatre rehearsing March/April and playing April/May. We are seeking a stage manager with excellent company management skills to join the project, starting on 11 March 2024.

Our key dates are:

Rehearsals: 11 Mar – 5 Apr

Get-in: Sun 7 Apr

Tech: Mon 8 Apr – Thu 11 Apr

Previews: Thu 11 Apr – Tue 16 Apr

Press in from: Wed 17 Apr

Guest Night: Thu 18 Apr

Final performance: Sat 18 May

The Company Stage Manager will be expected:

• to attend all rehearsals;

• assist in setting up and tidying the rehearsal space;

• complete timesheets;

• support the DSM in writing up and sending out rehearsal notes;

• support the DSM in creating the production “bible”;

• send out rehearsal and performance calls;

• work with the Producer in arranging media calls for performers/creatives;

• support ASM in sourcing props;

• support the ASM in the setting of props during the production;

• undertake backstage stage management work during the production

• support in the get in and get out of the production during the contracted period.

PERSON SPECIFICATION

##### Qualities

* Strong organisation skills
* Able to work with commitment and dedication to find solutions to problems
* Excellent communicator
* An eye for detail
* Able to remain calm under pressure

Skills

* Strong decision-making and negotiation skills
* Able to lead a team and work collaboratively
* IT skills (Soho uses MS office)
* Awareness of Health and Safety implications relevant to the role
* First aid qualification (desirable)

Experience

* Experience in stage management in a theatre
* Experience working with and supporting creative teams
* Experience running technical rehearsals

**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 on 11 March 2024 and finishing on 18 May 2024. Soho Theatre is a UK Theatre / Equity MRSL Grade 3 house.

**Closing Date for Applications**

Monday 8th January at 5pm

##### Salary

£550 per week.

December 2023