



## **Administrative Assistant (Executive Team)**

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 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.

[sohotheatre.com](http://sohotheatre.com) | [sohotheatre.com/player/](http://sohotheatre.com/player/) | [@sohotheatre](https://www.instagram.com/sohotheatre) | [@sohotheatreindia](https://www.instagram.com/sohotheatreindia)

## STRATEGIC GOALS

- **Theatre** – continue to increase the resource, profile and quality of Soho’s theatre and new writing programme; to ensure that this work sits well within Soho’s lively cross-genre festival programme with diverse audiences, but also carves out the space to breathe and flourish within it.
- **Comedy** – work to ensure that we maintain an industry leading place through thoughtful curation, innovation and always being able to spot the next new talent; ensuring that artists continue to see Soho as a home for comedy and one of the places they want to perform; maintain programming integrity as we grow our audiences through Walthamstow, touring and digital.
- **Creative Engagement** – grow our pathways for creative participation from early years to adulthood, supporting the next generation of artistic talent; support the growth of created, connected communities around a new local theatre in Walthamstow
- **Walthamstow** – successfully open and establish as a ‘local theatre with a national profile’, working with our key stakeholders of Council and community. Effectively manage the resultant change, organisational growth and risk.
- **Audiences and digital** – build our distinctive London brand towards wider and inclusive audiences, with a particular focus on LGBTQ+, South Asian and Waltham Forest; international focus on India as well as Australia and the US. Continue to build digital audiences and sustainable business models, also moving into specific digital content creation (as distinct from digital capture of live).

## Job Description

The Administrative Assistant (Executive Team) is a new role at Soho Theatre providing additional support to the Executive Assistant and the Executive Team. As we continue to build on our successful Theatre, Comedy and Creative Engagement programmes, open a new venue at Soho Theatre Walthamstow, and reach new Audiences through both live and digital work.

The Administrative Assistant will be part of a busy team in a fast paced and lively office. The role requires energy, enthusiasm, attention to detail, flexibility, and an ability to be proactive.

This is an exciting and dynamic entry level job at the heart of the organisation, supporting our strategic goals with opportunities to grow.

**Job Title: Administrative Assistant (Executive Team)**

**Purpose of job:** Working with the Executive Assistant, you will support Soho Theatre's Executive Team including the Executive Directors and the Creative Heads across Theatre, Comedy and Creative Engagement.

**Reports to:** Executive Assistant

**Working closely with:** Executive Director, Co-Executive Director Soho Theatre Walthamstow, Fundraising & Partnerships Director

**Location:** Soho Theatre, Dean Street, London W1D 3NE

**Duties:**

### EXECUTIVE TEAM SUPPORT

- Providing key day-to-day administrative support to the Executive Assistant.
- Handling email correspondences, scheduling, supporting, and taking minutes for internal meetings as required within the Executive and Creative Heads teams.
- Acting as a liaison for the Executive Team internally and externally including deputising for the Executive Assistant when necessary.
- Provide diary and inbox management to the Executive Assistant.
- Support the Executive assistant with the diary and inbox management for the Executive Team and Creative Heads
- Support the Executive Assistant in arranging work-related travel for staff and artists across the organisation including accommodation, visas and contracts as required.
- Assist the Executive Assistant and the Company Secretary in the timely preparation and distribution of Board papers.
- Support the Executive Assistant in maintaining and keeping up to date lists of key Stakeholders, contacts and guests and a calendar of key shows and events across the year.
- Support the Executive Assistant, Fundraising & Partnership Director, communications and producing teams in the organisation of Press and Guest Nights and the running and managing of both internal and external events.
- Coordinate the booking of rooms and spaces in the building using the Artifax system (training provided).
- Undertake research and administration tasks and other reasonable duties from time to time as required.

- Support the Executive Assistant on the improvement of internal communications across the Executive, Creative Heads, and communications teams.
- Support in the general administration of Soho Theatre.

## **GENERAL DUTIES**

- Support the aims and objective of Soho Theatre Company both internally and externally.
- Attend internal meetings as required including cross-departmental forums.
- Be an informed point of contact for the team, with a current knowledge of Soho Theatre's creative priorities and programming.
- Attend, engage and support events such as press nights and guest nights (evening work as required, see information on hours).
- Contribute towards and champion Soho Theatre's Equality, Access and Diversity policies.
- Be fully aware of Soho Theatre's activities and programme of events.
- Assist with arranging company-wide events such as staff lunches and the Company Christmas / New Year party.
- Administrate all aspects of the role, including filing and record keeping and reporting as required.
- Any other duties the Executive Team may reasonably require.

This is a guide to the nature of the work required of the Administrative Assistant. 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**

- Highly organised and self-motivating, with the ability to prioritise short-term and long-term tasks.
- Ability to thrive in a fast paced and energetic environment.
- Creative, positive, flexible, and collaborative approach to work.
- Approachable with a friendly, efficient, and helpful attitude.
- An interest in and passion for theatre, comedy, and the arts (preferrable).
- Enthusiasm and support for Soho Theatre's vision and growth.

### **SKILLS**

- Discretion, tact and empathy – particularly when handling sensitive or confidential information.
- Excellent administrative and organisational skills and attention to detail.
- Strong computer literary skills.
- Good clear and accurate written and verbal communication skills, including the ability to communicate and negotiate confidentially and respectfully with colleagues,

stakeholders (e.g. audiences, artists, board members, agents, agencies and visiting companies) face to face, over the phone, on email and online.

- The ability to work both reactively and proactively.
- Ability to prioritise and work to deadlines with a willingness to contribute in collaborative work, as well as work confidently alone using initiative.
- Ability to work independently but also as part of a large team.

## **EXPERIENCE**

- Demonstrable experience in an administration support role.
- Experience of working in an office environment.
- Experience of working within a theatre / arts organisation would be preferable.



## **TERMS AND CONDITIONS**

### **Equal Opportunities**

Soho Theatre aims to be an equal opportunities employer. All staff members are required to adhere to Soho's Equal Opportunities Policy, which is available upon request.

### **Terms of Employment**

This is a permanent, full-time post subject to a three month probationary period.

### **Salary**

£25,000 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 occasional weekend / public holiday 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. 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**

- Complimentary tickets for Soho Theatre productions
- Season Ticket and/or Cycle to Work loan schemes
- Training and development opportunities
- Discount at the Soho Theatre Bar and other local businesses
- Seasonal flu jabs
- Equipsme Health Benefits
- Free tea and coffee
- Annual staff party

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