



JOB VACANCY: CREATIVE LEARNING PRODUCER

MARCH 2024

**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.

Led by a collaborative and diverse senior team and board, Soho Theatre is an exciting place to work with a strong team ethic, fast paced, and with opportunities and intent for staff development and progression.

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 Edinburgh Festival Fringe and have close links with the Melbourne International Comedy Festival. We are the UK's leading presenter of Indian comedians and regularly present work there. We film shows and create our own digital work seen across our social platforms, on TV and in flight 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'.

## 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 creative, 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

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focus on India as well as Australia and the USA. 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

<b>Job Title:</b>	<b>Creative Learning Producer</b>
<b>Purpose of Job:</b>	To develop and deliver all aspects of Creative Engagement's Labs programmes at Dean Street and local programmes in Waltham Forest
<b>Reports to:</b>	Head of Creative Engagement
<b>Responsible for:</b>	Creative Learning Coordinator, Creative Engagement Associate, Freelancers
<b>Location:</b>	Soho Theatre (Dean Street) and Soho Theatre Walthamstow

### Overview

Overseeing the Soho Theatre Labs Programme, the Creative Learning Producer plays an essential role in the Creative Engagement team, leading on the producing of Soho Theatre Labs. Soho Theatre's Creative Engagement programme creates pathways for creative participation from early years to adulthood, supporting the next generation of artistic talent; and as we open Soho Theatre Walthamstow in 2025, support the growth of creative, connected communities around a new local theatre in Walthamstow

Soho Theatre Labs are a variety of artist and talent development programmes, designed to support people who want to learn and enhance their playwriting, comedy or cabaret skills. Our Labs are led by working theatre professionals, writers, comedians and members of our creative teams.

The Creative Learning Producer will be responsible for the development and delivery of the Creative Learning programmes ensuring the highest quality and impact, whilst contributing to the strategic direction of the creative engagement programme. This includes developing strategic relationships with arts, specialised and other organisations to offer equitable access into our programmes as well as pathways for Labs alumni to continue their practice beyond Soho Theatre. The post holder will strategically deliver a new initiative that further expands the Creative Learning programme into Soho Theatre Walthamstow connecting the work with the participants in the surrounding community, ensuring the theatre is a local theatre with a national profile.

### Job Outline

#### Labs Producing

- Manage Labs programmes: Writers' Lab, Comedy Labs (Sketch, Stand-Up, Plus, Edinburgh) and Drag & Cabaret Lab
- Oversee income and expenditure budgets for the Labs programmes
- Manage Labs application processes, reading applications and selecting participants
- Contract Labs workshop leaders, co-ordinating with Admin Assistant on DBS checks
- Oversee the first session of each Labs programme to introduce staff, provide support to the team and meet the participants
- Oversee and attend weekly Writers Lab sessions
- Oversee the weekly Comedy and Drag & Cabaret Labs sessions

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- Co-ordinate tech sessions for Comedy and Cabaret Labs and produce and attend end-of term Labs sharings
- Oversee and support the Writers' Lab alumni group and participants
- Produce the Welcome Festival in Soho Theatre Walthamstow, with Community Engagement Officer
- Tony Craze Award producing & script reading, working closely with Creative Engagement Associate and Theatre team

### Artist Development, Workshops, Programme

- Co-ordinate Writers' Lab playwriting taster sessions
- Attend Lab artists' shows in London offering feedback on work where requested
- Attend readings and shows, internally and externally, with a focus on Lab artists and work from artists who are disabled, LGBTQ+ or of the Global Majority
- Co-ordinate and support delivery of the annual Soho Rising festival working closely with Creative Engagement Associate and Associate Comedy Producer

### Administration

- Act as Health & Safety lead on Labs, creating and distributing risk assessments
- To be Deputy Safeguarding Officer for Soho Theatre, undertake relevant training, updating the Child Protection policy on an annual basis and ensuring it is effectively communicated to all staff and freelancers, arranging external training where required
- To ensure all Creative Engagement staff, including freelancers, are DBS checked before they work for Soho
- Oversee Arts Council targets for Labs, managing data collection, statistics and evaluation
- Attend wider industry Creative Learning meetings, and keep abreast of changes in legislation that may impact this area of work
- Working with the Communications department, ensure content on the Labs pages of the Soho website, Labs applications and welcome packs are up to date
- Attend internal and external meetings relating to Equality and Access
- To work with Development to identify and secure potential funding streams for future projects
- Support other Creative Learning projects, at Dean Street or in Waltham Forest, as needed

### Management

- Line manage Creative Learning Coordinator, Creative Engagement Associate and freelance staff (as appropriate)
- Hold regular check-ins and annual appraisals for the above team member/s
- Process holiday dates for the above team member/s, being aware of project pinch-points
- Manage freelancers and guest artists involved in the Labs

### General

- Support the aims and objectives of Soho Theatre, both internally and externally
- Attend department meetings and other internal meetings as required
- Uphold the company's equal opportunities, access and diversity policies
- Remain fully aware of the theatre's activities and programme of events at all times
- Any other duties the Head of Creative Engagement may reasonably require

**This is a guide to the nature of the work required of the Creative Learning Producer. 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

- Commitment to audience and artist development and outreach, and delivering excellence through dynamic creative learning programmes
- A love of theatre, comedy and the theatre-making process
- A working knowledge of the arts sector
- Resilient when dealing with change

### Skills

- Project and budget management skills
- Effective communication skills (written and oral)
- Facilitation, negotiation and mediation skills, with the ability to help others realise their potential
- Organisational skills with the ability to manage and prioritise tasks in situations of conflicting demands
- Analytical and problem-solving skills
- Working on writers' development programmes, or within a building based producing company

### Experience

- Producing creative learning projects
- Delivering impact through participatory programmes
- Negotiation and delivery of creative team contracts
- Understanding of and adherence to best practice in health and safety, safeguarding and GDPR requirements in participatory arts
- Managing a mixed team of permanent staff and regular freelancers

## 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 permanent full-time role, with a three-month probation period, working from Soho Theatre (Dean Street) and Soho Theatre Walthamstow.

### Salary

£34,000

### Holiday entitlement

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

### Hours

The full-time working week is 35 hours, with an hour unpaid for lunch. Normal office hours are 10am-6pm Monday to Friday at Soho Theatre / Soho Theatre Walthamstow however a proportion of the hours for this role will take place in evenings and / or weekends.

### 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 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

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altogether.

### **Staff Benefits**

- Complimentary tickets for Soho Theatre shows (subject to availability)
- Season ticket and Cycle to Work loans
- Employee Assistance Programme including health insurance
- Seasonal flu jabs
- Training and development opportunities
- Staff discount at Soho Theatre Bar and other local businesses

**March 2024**