

**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

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>Technician</b>
<b>Purpose of Job:</b>	<p>To deliver excellent technical support for and contribute to the presentation of live performances at Soho Theatre, be they theatre, comedy or cabaret.</p> <p>With the Technical &amp; Production Manager and the Technical team, to ensure that all Health &amp; Safety requirements are met for all activities in all performance venues.</p>
<b>Reports to:</b>	Technical and Production Manager
<b>Working with:</b>	Technical Team, Operations Team
<b>Location:</b>	Soho Theatre (Dean Street) and Soho Theatre Walthamstow

## Overview

With up to six shows every night at our Dean Street venue, it's a small but busy team where no two days are the same. From liaising with artists during the tech rehearsals to operating shows on an evening, technicians ensure the health and safety of everyone on stage and behind the scenes and keep the shows running smoothly. You should have great Interpersonal skills, some clever tech knowledge and keen to work in a vibrant, fast paced, energetic environment.

## Job Outline

### Technical Department

- To provide a constant, professional and friendly point of contact for visiting companies, artists and their representatives across all three venues and externally
- To programme and operate lighting and sound as required by all shows and events
- Assist with rigging and de-rigging of lighting / sound / video equipment
- Assist with get-ins, fit-ups and get outs, leading as required in absence of senior technical staff, act as duty technician and supervise technical crews and casual workers.
- Assist with the regular and proper maintenance, inspection and, where appropriate, testing of production and building technical equipment, ensuring it meets industry and manufacturer standards
- Create / sign off risk assessments for shows, ensuring control measures are adequate, achievable and adhered to at all times
- Provide technical support for external hire clients and events in other departments  
Oversee and support the Writers' Lab alumni group and participants

### Performance Times

- Ensure public and backstage areas are safe and clear, all performance aspects are prepared in a timely manner, assisting Front of House where required
- Ensure that the venue and associated areas are made safe, powered down and secured after the completion of the performance or event, taking responsibility for the deactivation and reactivation of detection devices as deemed necessary by the performance schedule

## JOB VACANCY: TECHNICIAN

- Assist the Duty Manager in the event of an evacuation as per the evacuation procedure

### **Building**

- Support the Facilities Manager to maintain the building and plant equipment, assisting with routine day-to-day maintenance as required.
- Constantly ensure that all public areas of the building are kept clear and comply with Soho's building & entertainment licence and Health & Safety Policy
- Act as a key-holder for the building

### **Health & Safety**

- Read and actively implement Soho Theatre's Health & Safety Policy in all areas
- Ensure all work is carried out in a safe and secure manner and inform the Technical & Production Manager in the case of any uncertainty
- Ensure that all incoming companies are provided with a full Health & Safety induction on arrival, and technical company members are given a technical induction / toolbox talk
- Act as an appointed First Aider for the building

### **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 as may reasonably require

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

- Ability to work in a fast paced, energetic and demanding environment
- Strong interpersonal skills, with the ability to engage with a wide range of personalities and backgrounds in a clear and effective manner
- Willingness and ability to work unsupervised and with initiative
- Highly organised and self-motivated
- An interest in new writing and ambitious approaches to theatre, comedy and cabaret
- Friendly and approachable, with an interest in meeting new people
- Willing to contribute to interpreting a creative vision
- A working knowledge of the arts sector

### Essential Skills

- Knowledge of ETC lighting desks, including plotting moving lights
- Knowledge of digital sound consoles and QLab software
- Ability to interpret technical drawings and sound/video/lighting plans
- Ability to work at height safely and with confidence
- Ability to communicate clearly, effectively and with authority and to lead by example
- An awareness of the access requirements that may be presented by artists and patrons, and to identify reasonable adjustments to make their time here safe and comfortable
- Excellent attention to detail and time management

### Desirable Skills

- Ability to use a wide range of portable power tools and hand tools safely with confidence
- Ability to PAT test and maintain standard theatre equipment
- Basic knowledge of stage management duties
- Basic set construction and carpentry skills

### Experience

- Experience within a technical team in a multi-venue setting
- Awareness of networking for technical theatre infrastructure

## 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 casual, part-time post, subject to a six-month probationary period. The postholder will work to a zero hour contract and will be entitled to statutory holiday allowances, which will be paid when holiday is taken, and other qualifying statutory rights. The role is working from Soho Theatre (Dean Street).

### Salary

£15.15 ph

### Holiday entitlement

Holiday accrues at 12.07% of the hours you work, and entitlement will be paid for 7 minutes for each hour worked. Holiday entitlement rises to 25 days pro-rata after you have been continuously employed for 1 year.

### Hours

The core hours of work at Soho Theatre are from 9am to 1am. Hours of work for each period of engagement will be subject to agreement between yourself and your Line Manager. A minimum shift is 4 hrs. The start and finish times may vary depending on the needs of the work and the Company's business but will be between Monday to Saturday each week and hours to be worked flexibly will be in accordance with the published monthly rota. For this role you will be expected to be available over the Christmas and New Year period.

### 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 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

**April 2024**