

**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 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. Small but influential, 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 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'.

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.

## OUR 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

**Job Title:** Technician

**Purpose of Job:** To deliver excellent technical support for and contribute to the presentation of live performances at Soho Theatre, be they theatre, comedy or cabaret.

With the Technical & Production Manager and the Technical team, to ensure that all Health & Safety requirements are met for all activities in all performance venues.

**Reports to:** Technical & Production Manager

**Working closely with:** Technical Team, Operations Team

**Location:** 21 Dean Street, London, W1D 3NE

### Overview

The Technician role combines technical and practical skills with teamwork and communication, working alongside other technicians, artists and freelance creative teams. They can be relied upon to deliver the creative visions of artists in a safe and effective manner and the successful running of the theatre's busy programme.

### Duties

#### PROGRAMME

- To provide a constant, professional and friendly point of contact for visiting companies, artists, external hire clients and their representatives
- Assist with the regular and proper maintenance, inspection and testing of production and building technical equipment, ensuring it meets industry and manufacturer standards
- To programme lighting and sound as required by all shows and events
- Assist with get-ins, fit-ups and get outs
- Ensure safe rigging of lighting / sound / video equipment / effects, and construction of scenery
- Ensure good housekeeping is maintained in all technical and backstage areas
- Create / sign off risk assessments, ensuring control measures are adequate, achievable and adhered to at all times
- Supervise casual technical staff

#### PERFORMANCE TIMES

- Be the main point of contact representing the Technical Department for productions and Soho Theatre Staff when acting as Duty Technician
- Ensure performance times run safely, smoothly and efficiently
- As required, operate performances, oversee and assist with turnarounds and report on issues noted
- Act as Fire Marshall and assist as required in the event of an evacuation

#### BUILDING

- Support the Building and Facilities Manager to maintain the building and plant equipment, assisting with routine day-to-day maintenance as required.
- 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

**JOB VACANCY DECEMBER 2024**  
**TECHNICIAN**

**HEALTH AND 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 Company both internally and externally
- Act as an ambassador for Soho Theatre to all visitors to the building
- Any other duties the Technical & Production Manager may reasonably require

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

- The ability to work successfully in an energetic and dynamic festival-like environment
- A creative, confident, ambitious communicator who is proactive and positive
- Flexible attitude and approach to work and working hours. As an evening entertainment venue the role revolves around evening and weekend work
- An inclusive approach to working with a diverse team and artists
- Willingness and ability to work unsupervised and with initiative
- Highly organised and self-motivated
- An interest in - and enthusiasm for – 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 Experience

- Experience in a professional producing or receiving theatre and/or a qualification in technical theatre
- Experience of liaising with artists
- Rigging, operation and maintenance of theatrical lighting, sound, communications, special effects and video equipment

### Desirable Experience (not part of shortlisting process)

- Advanced knowledge of theatrical sound systems
- Awareness of networking for technical theatre infrastructure

### Essential Skills

- Knowledge of ETC lighting desks, including plotting moving lights
- Knowledge of 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 (not part of shortlisting process)

- 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 with live sound mixing

## 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 3-month probation period, working from Soho Theatre (21 Dean Street, London, W1D 3NE;)

**Salary**

£28,000

**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 40 hours, with an hour unpaid for lunch, and revolves around Soho Theatre's live performance programming across evenings and weekends. Normal working week is 40 hours over a 5-day period, Monday to Sunday; all other terms and conditions as per BECTU / TMA agreement, including provisions for overtime working.

**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
- Employee Assistance Programme including health insurance
- Staff discount at Soho Theatre Bar and other local businesses
- Season ticket and Cycle to Work loans
- Seasonal flu jabs
- Training and development opportunities

**December 2024**