

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 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 recently opened our new second venue in London, Soho Theatre Walthamstow to great acclaim. 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 960-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).

ROLE DESCRIPTION

Title:	Assistant Director for Little Brother by Eoin McAndrew
Purpose:	Forming a key part of the creative team, this freelance role provides support to the Director, cast and producing team through rehearsals and production of Little Brother.
Location:	London
Terms:	Short-term, ten-week freelance contract
Start date:	15 September 2025
End date:	22 November 2025
Commitment:	The Assistant Director is expected to be available for rehearsals (generally will be 10am-6pm Monday to Saturday), technical rehearsals, previews and performances throughout the run, which will include evening work

DUTIES

ASSISTING THE DIRECTOR

- Script and rehearsal supervision
- Liaising with company management to support with scheduling
- Gathering and sharing research materials
- Liaising with creatives and technical departments
- Supporting the company of actors
- Attending all technical rehearsals and preview performances
- Attending the theatre to note performances
- Running pre performance rehearsals
- Supporting the directors as otherwise required

GENERAL

- Support the aims and objectives of Soho Theatre Company both internally and externally
- As a member of the Production's creative team, act as an ambassador for Soho Theatre to contacts and industry
- Advocate for Soho Theatre and take an active part in supporting Soho Theatre's programme in Dean Street at performances, special events and sponsors' evenings
- Contribute towards and champion Soho Theatre's Equality, Access and Diversity Policies
- Communicate efficiently with the rest of the creative team and crew to ensure the smooth and efficient running of the production
- Any other duties the department may reasonably require

PERSON SPECIFICATION

Qualities

- A genuine interest in and passion for theatre and the arts - whether at a community engagement level and / or on a broader national scale
- Enthusiasm and support for Soho Theatre's vision and growth
- Understanding of professional production environments and process
- Approachable with a friendly, efficient and helpful attitude
- Highly organised and self-motivated
- Discretion, tact and a sense of humour

Experience

- Experience of working on a professional production (essential)
- Experience of working as an Assistant Director on a professional production (desirable)
- Experience of administrative support (desirable)
- Experience of working in an arts venue (desirable)

Skills

- Good administrative and organisational skills
- Good dramaturgical instincts
- Good research skills
- Good attention to detail
- 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, agents, agencies and visiting companies) face to face, over the phone, on email and online.
- Ability to prioritise and work to deadlines with a willingness to contribute in collaborative work as well as work confidently alone using initiative



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 community and we work hard to increase representation across cultures and experience.

Terms

Short-term, ten-week freelance contract.

Location

This role will take place between Soho Theatre Walthamstow and Soho Theatre (Dean Street).

Fee

£3,000 flat fee. This will be paid across three instalments.

Commitment

The Assistant Director is expected to be available for rehearsals (generally will be 10am-6pm Monday to Saturday), technical rehearsals, previews and performances throughout the run, which will include evening work.

Schedule

REHEARSALS (Soho Theatre Walthamstow)

Mon 15 Sep 2025 at 10am – 6pm
Tues 16 Sep 2025 at 10am-6pm
Weds 17 Sep 2025 at 10am-6pm
Thurs 18 Sep 2025 at 10am-6pm
Fri 19 Sep 2025 at 10am-6pm
Sat 20 Sep 2025 at 10am-6pm

Mon 22 Sep 2025 at 10am-6pm
Tues 23 Sep 2025 at 10am-6pm
Weds 24 Sep 2025 at 10am-6pm
Thurs 25 Sep 2025 at 10am-6pm
Fri 26 Sep 2025 at 10am-6pm
Sat 27 Sep 2025 at 10am-6pm

Mon 29 Sep 2025 at 10am-6pm
Tues 30 Sep 2025 at 10am-6pm
Weds 1 Oct 2025 at 10am-6pm
Thurs 2 Oct 2025 at 10am-6pm
Fri 3 Oct 2025 at 10am-6pm
Sat 4 Oct 2025 at 10am-6pm

Mon 6 Oct 2025 at 10am-6pm
Tues 7 Oct 2025 at 10am-6pm
Weds 8 Oct 2025 at 10am-6pm
Thurs 9 Oct 2025 at 10am-6pm
Fri 10 Oct 2025 at 10am-6pm
Sat 11 Oct 2025 at 10am-6pm

TECHNICAL REHEARSALS (Soho Theatre Dean Street)

Mon 13 Oct 2025 at 10am-10pm
Tues 14 Oct 2025 at 10am-10pm
Weds 15 Oct 2025 at 10am-10pm
Thurs 16 Oct 2025 at 10am-5pm

PREVIEWS / WEEK 1 (Soho Theatre Dean Street)

Thu 16 Oct 2025 at 7.00pm (PREVIEW)
Fri 17 Oct 2025 at 7.00pm (PREVIEW)
Sat 18 Oct 2025 at 7.00pm (PREVIEW)

WEEK 2 (Soho Theatre Dean Street)

Mon 20 Oct 2025 at 7.00pm (PREVIEW)
Tue 21 Oct 2025 at 7.00pm (PREVIEW)
Wed 22 Oct 2025 at 7.00pm (PRESS)
Thu 23 Oct 2025 at 7.00pm
Fri 24 Oct 2025 at 7.00pm
Sat 25 Oct 2025 at 2.30pm - POST SHOW Q&A
Sat 25 Oct 2025 2024 at 7.00pm

WEEK 3 (Soho Theatre Dean Street)

Mon 27 Oct 2025 at 7.00pm
Tue 28 Oct 2025 at 7.00pm
Wed 29 Oct 2025 at 7.00pm
Thu 30 Oct 2025 at 2.30pm
Thu 30 Oct 2025 at 7.00pm
Fri 31 Oct 2025 at 7.00pm
Sat 1 Nov 2025 at 2.30pm
Sat 1 Nov 2025 at 7.00pm

WEEK 4 (Soho Theatre Dean Street)

Mon 03 Nov 2025 at 7.00pm
Tue 04 Nov 2025 at 7.00pm
Wed 05 Nov 2025 at 7.00pm - CAPTIONED PERFORMANCE
Thu 06 Nov 2025 at 2.30pm
Thu 06 Nov 2025 at 7.00pm – AUDIO DESCRIBED PERFORMANCE
Fri 07 Nov 2025 at 7.00pm
Sat 08 Nov 2025 at 2.30pm
Sat 08 Nov 2025 at 7.00pm

WEEK 5 (Soho Theatre Dean Street)

Mon 10 Nov 2025 at 7.00pm
Tue 11 Nov 2025 at 7.00pm
Wed 12 Nov 2025 at 7.00pm
Thu 13 Nov 2025 at 2.30pm
Thu 13 Nov 2025 at 7.00pm
Fri 14 Nov 2025 at 7.00pm
Sat 15 Nov 2025 at 2.30pm - POST SHOW TALK
Sat 15 Nov 2025 at 7.00pm



JOB VACANCY
ASSISTANT DIRECTOR: LITTLE BROTHER
JUNE 2025

WEEK 6 (Soho Theatre Dean Street)

Mon 17 Nov 2025 at 7.00pm

Tue 18 Nov 2025 at 7.00pm

Wed 19 Nov 2025 at 7.00pm

Thu 20 Nov 2025 at 2.30pm

Thu 20 Nov 2025 at 7.00pm

Fri 21 Nov 2025 at 7.00pm

Sat 22 Nov 2025 at 2.30pm

Sat 22 Nov 2025 at 7.00pm

www.sohotheatre.com

Soho Theatre Company Ltd, Registered Company No: 01151823
21 Dean Street, London, W1D 3NE
VAT Number 440577942