



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

Role title:	Casual Technician
Reports to:	Technical & Production Manager, Soho Theatre Walthamstow
Working closely with:	Deputy Technical Manager, Technicians, Casuals Technicians, Visiting Artists/Companies, Building & Operations team, Freelancers / Contractors
Location:	Soho Theatre Walthamstow, 186 Hoe Street, London E17 4QH

OVERVIEW

Having just opened Soho Theatre Walthamstow, we are looking for Casual Technicians to support with the effective ongoing running of our programme.

With the guidance of the Technical & Production Manager and Deputy Technical Manager you will assist with all technical aspects of our busy building and the running of our programme, in our main 962-seat auditorium, in our studios and in our front of house spaces.

You will support in delivering the creative visions of artists in a safe and effective manner and assist with the successful running of Soho Theatre Walthamstow. You will ensure Health & Safety standards are met, ensure a consistent, risk-free and professional working environment building wide.

This role combines technical and practical skills with teamwork and communication, working and collaborating with technicians, artists and freelance creative teams.

You should have great Interpersonal skills, some clever tech knowledge and keen to work in a vibrant, fast paced, energetic environment.

ROLE OUTLINE

Technical Production

- To provide a constant, professional and friendly point of contact for visiting companies, artists and their representatives
- 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, act as Duty Technician as necessary.
- 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
- Assist as necessary with risk assessments, ensuring control measures are adequate, achievable and adhered to at all times
- Provide technical support for external hire clients and events

Building

- 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
- Assist the Duty Manager in the event of an evacuation as per the evacuation procedure
- Support the Building & Facilities Manager as necessary to ensure the building is fit-for-purpose, assisting with maintenance if necessary

Health & Safety

- Comply with the Company's building & entertainment licence and actively implement policies, including the Health & Safety and Safeguarding Policies
- 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 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

www.sohotheatre.com

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



JOB VACANCY
CASUAL TECHNICIAN: SOHO THEATRE WALTHAMSTOW
JUNE 2025

- 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 & 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

This is a casual zero-hour contract.

Salary

£15.15 per hour

Holiday entitlement

Holiday accrues at 12.07% of the hours you work.

Location

Soho Theatre Walthamstow, 186 Hoe Street, London E17 4QH

Hours

You have no normal hours of work and you will be offered work on an "as required" basis. Your hours will vary according to the needs of the Company and your availability to work but, since the Company's operational hours/days are 9am - 2am Monday to Sunday, work offered will usually be inside of these times. Hours of work for each period of engagement will be subject to agreement between you and the Company.

Pension

This role does not qualify for pension auto-enrolment.

June 2025

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MAKING YOUR APPLICATION

We prefer applications to be sent by email. Please send your completed forms to jobs@sohotheatre.com with **CTSTW25** in the subject line.

Please also complete an equal opportunities monitoring form [here](#).

If you would like to submit your application in another format, or you have any queries about this role, please contact the HR team on 020 7478 0100 or email jobs@sohotheatre.com to discuss alternatives.

The deadline for submitting your application is Tuesday 24 June 2025, at 10am

June 2025