

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).

JOB DESCRIPTION

Job title: Comedy Programme Assistant (12 month fixed term contract)

Responsible to: Head of Comedy

Responsible for: N/A

Works closely with: Creative Heads, programming and producing teams, artists and companies, technical, communications, and operational teams

Purpose of Job: To support the comedy programme across all aspects of programming and administration, with a specific focus on the programme at Soho Theatre Walthamstow, to ensure its successful delivery. This role requires a passion for comedy and theatre, energy, enthusiasm and a determination to get the job done.

This is an exciting opportunity for someone who loves comedy, loves entertainment and wants a hands-on experience of Soho Theatre's acclaimed programme – putting comedy artists on stage and giving audiences a great night out.

RESPONSIBILITIES

ARTIST LIAISON

- Be a lead point-of-contact for artists and companies programmed at Soho Theatre Walthamstow, greeting them on arrival and ensuring they are treated with the highest standards of care and attention.
- Liaise with Creative, Communications, Technical, and Audience teams, ensuring effective communication between them to aid with the smooth running and good timekeeping for performances and technical schedules.
- Welcome and host artists, promoters, agents and guests as required and be Soho Theatre's representative during this time.
- Be responsible for coordinating and purchasing an agreed rider and for stocking the venue's artist Green Room with this rider ahead of artist arrival.
- Support artists as necessary to ensure sound checks are effectively fulfilled.

PROGRAMMING

- Play an active role in the Comedy department for discovering and building relationships with artists and companies, contributing to the development of the comedy programme.
- Nurture relationships with agents and promoters to ensure these are positive.
- Represent Soho Theatre in seeing shows elsewhere to potentially play on the Soho Theatre and Soho Theatre Walthamstow stages, feedback to the comedy team at programming meetings.
- Understand and support the key relationship between the Comedy department and Comedy Labs at Soho Theatre, identifying performers who can one day bring their full shows to Soho Theatre and beyond. Encouraging artists who might benefit from taking part in Labs to apply.

- Network and maintain relationships with Soho Theatre's Associate Companies and Associate Venues as required.

ADMINISTRATION

- Work with the Comedy team in all aspects of administration of the Soho Theatre Walthamstow programme, including contractual arrangements, budgeting, and settlements.
- Assist in the preparation of appropriate control measures and paperwork to cover all health and safety aspects of shows and engagement activities, including risk assessments and contracts.
- Create and maintain contact sheets, ensuring relevant show and event information sheets are up to date and communicated as necessary.
- Assist in the management and processing of artist and promoter tickets as required.
- Contribute to reports on productions for a variety of stakeholders.
- Assist in budgeting as required, with an awareness and foresight for income targets.
- Contribute and respond to show reports as necessary.
- Support artists and companies in marketing activity, and take an active role in contributing to those campaigns in collaboration with the Communications team.
- Assisting with VIP, Press and Guest nights.
- Lead in the data collection of equal opportunities forms from artists and visiting companies and preparing contracts for visiting companies.

GENERAL

- Liaise with teams to ensure a coordinated approach across the whole company and our venues.
- See performances outside of Soho Theatre as required.
- Attend meetings, as required, including taking an active role in all meetings.
- Attend and engage with events such as press nights, guest nights, and development events as required.
- Awareness of Soho Theatre's programme and activities across the company.
- Administrate all aspects of the role, including filing and record keeping, and reporting as required.
- Support the aims and objectives of Soho Theatre Company both internally and externally.
- Uphold and champion the company's Equality, Access, and Diversity policies.
- Undertake such other reasonable duties as may from time to time be required.
- Any other duties as the Head of Comedy may reasonably require.

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

Skills

- Able to take initiative individually and collaboratively
- Able to work to deadlines
- Quick learner
- Highly organised and comfortable working in a fast paced, dynamic environment
- Excellent attention to detail, maintaining awareness of the bigger picture
- Able to contribute to ideas
- Excellent written and verbal communication skills

Qualities

- Creative, confident and positive individual with an approachable nature
- A keen interest in comedy and desire to learn more about the industry
- The ability to work alone and as part of a team, under pressure and to deadlines
- Energy, enthusiasm, and a determination to get the job done
- Discretion, tact and a sense of humour

Experience

- Ability to communicate confidently and respectfully with people face to face, over the phone and/or email
- Working and communicating with different types of people
- Work in the comedy/arts sector

Don't meet every single requirement of the job? Don't worry. If you're excited about this role but your past experience doesn't align perfectly with every requirement in the job description, we encourage you to apply anyway. You may be just the right candidate for this or other roles.

WORKING AT SOHO THEATRE

We aim to make Soho Theatre a great place to work, where people from all backgrounds can grow and develop, and make a contribution to our mission.

This includes:

- A positive, inclusive, and collaborative work culture, where everyone works together to support artists, reach new audiences, and present an exceptional programme of theatre, comedy, and creative engagement
- Competitive and fair levels of remuneration
- A package of staff benefits including health insurance, and an Employee Assistance Programme
- Opportunities to grow and develop as the organisation expands
- Training, development, and mentoring opportunities

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

This is a fixed term, 12 month contract, with the potential for this to be extended.

Location

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

Salary

£26,265 per annum

Holiday entitlement

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

Hours

Normal working week is 40 hours over a 5-day period, inclusive of a 1 hour unpaid break. Regular evening and weekend work will be required for this role. There are no overtime payments, but TOIL is negotiable with your line manager.

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% contributions from the employer, and 5% contributions 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 include:

- Employee Assistance Programme including:
 - GP Services
 - Health Checks
 - Seasonal Flu Jabs
 - Stress Support
 - Group Life Cover
- Season ticket travel loan and Cycle to Work schemes
- Training and development opportunities
- Tickets for Soho Theatre shows (subject to availability)
- Discount at Soho Theatre Bars and other local businesses

www.sohotheatre.com

Soho Theatre Company Ltd, Registered Company No: 01151823
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VAT Number 440577942



MAKING YOUR APPLICATION

Closing date: Monday 14th July, at 10am

Interviews: w/c 14th and 21st July 2025

How to apply:

Please send us your application form and a cover letter (no more than two sides of A4) outlining your suitability for the role, experience to date, and enthusiasm for working at Soho Theatre. We will shortlist for the position based on how you respond to the job description.

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

Submitting an application:

We prefer applications to be sent by email. Please send your completed forms to jobs@sohotheatre.com with **CPA25** in the subject line.

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.

We will contact every candidate, whether they have been shortlisted for interview or not.

The deadline for submitting your application is Monday 14th July 2025, at 10am