



JOB VACANCY
PRODUCTION ASSISTANT (9-MONTH FTC)
JULY 2025

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 inflight 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.

www.sohotheatre.com

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



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:	Production Assistant (9-month FTC)
Responsible to:	Theatre Producer
Works closely with:	Head of Theatre, Theatre Programme Manager, Associate Director (Literary), Touring and Festivals Producer
Purpose of Job:	The Production Assistant supports the delivery of Soho Theatre's Visiting Company programme and in-house productions, working closely with the Theatre Producer and Theatre Programme Manager to ensure smooth planning, coordination, and communication across departments and with external artists and companies.

RESPONSIBILITIES

Visiting Company Programme Support

- Assist in the delivery of the Theatre programme, serving as a key point of contact for internal departments and external artists and companies.
- Provide company management support: welcome visiting artists and companies, acting as a point of contact during production runs.
- Support the Theatre Programme Manager in preparing deal memos, contracts, on-sale setups, and financial settlements.
- Assist with scheduling activities across the building.
- Coordinate and attend, as required, performances, sharings, readings, and workshops.
- Attend submissions meetings and assist the Theatre team in responding to enquiries.
- Support data collection and reporting related to the Theatre programme.

In-House Productions Support

- Assist the Theatre Producer with production budgets, including invoice tracking, reconciliations, and box office monitoring.
- Draft contracts for creative and production teams in collaboration with the Theatre Producer.
- Support the creation and management of production schedules and planning documents.
- Attend rehearsals, production meetings, and preview performances.
- Support production company management and facilitate artists engagement during their time at Soho Theatre.
- Collaborate with the Theatre Producer and Theatre Programme Manager to support press and marketing campaigns with the Communications team.
- Assist in the delivery of R&Ds and workshops across the programme.



General

- Support the aims and objectives of Soho Theatre, both internally and externally.
- Represent the company as appropriate.
- Uphold the company's equal opportunities, access and diversity policies.
- Any other duties the theatre team may reasonably require.

This is a guide to the nature of the work required of the Production Assistant. 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

- A creative, confident, positive and flexible approach and problem solving
- The ability to work alone and as part of a team, under pressure and to deadlines
- A good level of attention to detail, maintaining awareness of the bigger picture
- A working knowledge of the London theatre industry and wider arts sector, and an ability to thrive in a creative and entrepreneurial workplace

Skills

- Strong administration, financial, and project management skills.
- Excellent written and verbal communication, with keen attention to detail.

Experience

Essential

- Professional experience working on theatre productions.
- Experience working with freelance creative teams, casts, and stage management.
- Understanding of Communications campaigns including press, marketing, and digital

Desirable

- Previous experience in an administrative or producing role within a theatre organisation.
- Familiarity with scheduling software such as Artifax.
- Awareness of production management and technical theatre processes.

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:

1. 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.
2. Competitive and fair levels of remuneration.
3. A package of staff benefits including health insurance and an Employee Assistance Programme.
4. Opportunities to grow and develop as the organisation expands.
5. Training, development, and mentoring opportunities.



TERMS & CONDITIONS

Terms of Employment

This is a 9-month fixed term contract starting on 8 September 2025 and ending on 8 May 2026

Location

Soho Theatre, 21 Dean Street, W1D 3NE

Salary

£26,265 per annum pro rata

Benefits

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

Holiday entitlement

20 days per annum plus Bank Holidays pro rata, rising to 25 days plus Bank Holidays pro rata after one full year of continuous employment.

Hours

Normal working week is 35 hours per week, Monday to Friday, plus a 1-hour unpaid break. Hours will be reflective of Soho Theatre's programme and some 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% 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.

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.



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MAKING YOUR APPLICATION

Closing date: Friday 15th August 2025, at 10am

Interviews: w/c 25th August 2025

How to apply:

We prefer an application form to a CV. Please send us your application form and, if you wish, a cover letter (which should be 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 in the application form.

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 **PAST25** 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 Friday 15th August 2025, at 10am

July 2025

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