



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:	Creative Learning Coordinator
Responsible to:	Creative Learning Producer
Works closely with:	Head of Creative Engagement, Comedy Team, Theatre Team, Communications Team
Purpose of Job:	<p>To coordinate Creative Learning projects across Soho Theatre and Soho Theatre Walthamstow with a special focus on our talent development programme, comprised of: Writers' Labs, Makers' Labs, Comedy Labs and Cabaret & Drag Labs, as well as the Soho Rising Festival.</p> <p>You will be the first point of contact for our Labs programmes, and will support workshops and events on the ground. You will also administrate the Labs and offer producing support.</p> <p>The Creative Learning Coordinator, while rooted firmly in the Creative Engagement department, will: collaborate with the Comedy, Theatre and Communications departments at Soho Theatre; interact with freelance artists across comedy, cabaret and theatre in the form of Labs facilitators, guests, participants and alumni; and grow as a producer and/or artist.</p>

RESPONSIBILITIES

Administrative and Producing Support

The Creative Learning Coordinator will coordinate and manage the recruitment processes and running of Soho Theatre's Labs Programmes, including:

- Writers' Lab
- Write Night
- Stand Up Comedy Labs
- Character Comedy Labs
- Comedy Lab: Plus
- Cabaret & Drag Labs
- Cabaret & Drag Lab: Plus
- Edinburgh Lab
- Makers' Lab
- STW Labs
- Tony Craze Award
- Soho Rising Festival

To find out more about these Labs, please visit: <https://sohotheatre.com/artists-and-take-part/>

www.sohotheatre.com

Soho Theatre Company Ltd, Registered Company No: 01151823

21 Dean Street, London, W1D 3NE

VAT Number 440577942

In detail, admin and producing support will involve:

- Liaising with freelance creatives working on the above Labs, maintaining regular communication, organising and supporting:
 - planning meetings
 - regular sessions
 - help with sourcing and contacting guest artists
 - technical rehearsals and showcases
 - debrief meetings
- Liaising with Labs participants, maintaining regular communication, organising and supporting:
 - Labs application and shortlisting processes both administratively and as a reader
 - writing and sending the Welcome Packs and confirmation details to Labs participants in advance of the programme
 - sending weekly updates and confirmation details to Labs participants
 - acting as first point of contact for participant welfare in the room or on email
 - coordinating participants sending in tracks and cue sheets in advance of technical rehearsals
 - coordinating participants for showcase days and debriefs
- Managing queries relating to the above programmes, by email and over the phone
- Coordinating space bookings, Box Office payments and Risk Assessments, and attending the weekly Diary Meeting.
- Supporting the generation and dissemination of marketing materials for the above projects, creating copy, sourcing images and coordinating with the Communications team
- Creating and distributing an 'opportunities' newsletter to Lab participants and alumni each month
- Updating the alumni show coverage invite spreadsheet and highlighting upcoming shows with the team
- Supporting on the Tony Craze Award celebrating new writing by the Writers' Lab alumni by supporting the:
 - submissions and shortlisting process both administratively and as a reader
 - producing of the award event
 - producing of the R&D workshop that is awarded to the winner
- Playing a crucial role in producing the Soho Rising Festival, a two-week festival of performances by Labs alumni

Workshops and Events

- Attend Labs sessions and support facilitators and participants with:
 - room setup, timings, people management and organisation
 - coordinating with front of house, tech department and operations team as needed
 - access needs
 - health & safety and safeguarding
 - artistic development
- Support the Creative Learning Producer with management of casual team members, including the Labs Assistants

- Coordinate and attend (and stage manage where necessary) Lab tech days and end of term sharings at Soho Theatre
- Coordinate and attend Soho Rising tech and performance days at Soho Theatre
- Attend events or shows created by Lab alumni or other artists attached to the above projects around London, to feed into programming for Soho Rising festival and, less frequently, regular programming
- Liaise with the marketing team to arrange socials for Lab participants. Running the socials, meeting participants and attending the shows
- Support other workshops or events within the Creative Engagement team, where needed, including across Waltham Forest and Westminster

Please note that workshops and events often take place on evenings and Saturdays, with time taken off in lieu (TOIL) as necessary and agreed. During Labs terms, with regular Saturday sessions, your regular week may run Tuesday – Saturday, for example, instead of a standard Monday – Friday. There is some flexibility in how TOIL is arranged, but please be aware that a certain amount of Saturdays work is a must in this role. For more information, see below

Maintaining Records and Databases

- Coordinate and process Soho Theatre Lab applications
- Create, maintain and update applicant databases
- Coordinate, collate and update relevant data, statistics, and participant feedback
- Update any team calendars, with dates and times for the above projects
- Liaise with the People Coordinator to update them on new workshop leaders for DBS checks

General

- Support the aims and objectives of Soho Theatre, both internally and externally
- Forge contacts with other venues and programmes to support pathways for Labs alumni
- Uphold the Company's equal opportunities, access and diversity policies, attending committee meetings, where requested
- Attend regular department meetings with internal team and external freelancers
- Provide First Aid support where needed

This is a guide to the nature of the work required of the Creative Learning Coordinator. 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 good communicator
- Flexible approach to work
- Open and relaxed personality



Skills

- Positive and approachable with confident people skills (communicating and interacting with a high volume of participants and artists both via email and in person)
- Great organisational skills (scheduling and timekeeping, creation and administration of databases, room booking, people management)

Experience

Essential

- Previous experience in the arts sector (we are open to applicants from lots of different professional backgrounds: whether you are an artist yourself i.e. a comedian or cabaret artist or theatre-maker; are a producer or a stage manager; have worked in creative engagement; are a community organiser; or have worked in arts admin – there are lots of different transferable skills depending on your background)
- Some experience and competence with the Microsoft Office Suite (Outlook, Word, Excel, Sharepoint, etc)

Desirable

- Managing and interacting with high volumes of people digitally and in person
- Live events (with a particular view towards events management or stage management)
- Reviewing applications and shortlisting
- Competence with access support
- Data gathering and reporting
- Systems including, Spektrix ticketing software, Artifax room booking software, Typeform and Dotmailer

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 permanent full-time role.

Location

Soho Theatre, 21 Dean Street, W1D 3NE & Soho Theatre Walthamstow, 186 Hoe Street, E17 4QH, as appropriate or directed by your line manager

Salary

£27,500 per annum

Benefits

- Employee Assistance Programme including:
 - GP Services
 - Health Check
 - Seasonal Flu Jabs
 - Stress Support
 - Group Life Cover
- Season ticket and Cycle to Work loans and other travel 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, rising to 25 days plus Bank Holidays after one full year of continuous employment.

Hours

The full-time working week is 35 hours, plus an hour unpaid for lunch. Normal office hours are 10am-6pm Monday to Friday. Regular evening and weekend work will be required, particularly regular Saturday work. There are no overtime payments; TOIL is negotiable on occasion and in advance 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 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.



MAKING YOUR APPLICATION

Closing date: Tuesday 26 August 2025, at 9am

Interviews: Friday 29 August 2025

How to apply:

We prefer our application form to CVs. Please send us your application form 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. If you wish to attach a covering letter, please ensure it is no more than two sides of A4.

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

Submitting your application:

We prefer applications to be sent by email. Please send your completed forms to jobs@sohotheatre.com with **CLCST25** 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 our People Coordinator 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 Tuesday 26 August 2025, at 9am. We reserve the right to close the deadline earlier than advertised if we have received enough applications.

August 2025