



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.



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:	Head of Food & Beverage
Responsible to:	Co-Executive Director
Responsible for:	Bar General Manager, Soho Theatre; Bar General Manager, Soho Theatre Walthamstow; wider bar and catering teams
Works closely with:	Executive Team; Operations Director; Co-Communications Directors;
Purpose of Job:	To lead and manage the food and beverage offering across Soho Theatre and Soho Theatre Walthamstow, ensuring high quality products, effective operations and strong financial performance. To oversee the bar and catering teams, managing the Bar General Managers in each venue to ensure high performing operations and excellent customer service. To manage relationships with key suppliers and sponsors to oversee the catering offer, and establish new relationships where appropriate.
Location:	Soho Theatre, 21 Dean Street, London W1D 3NE and Soho Theatre Walthamstow, 186 Hoe Street, London E17 4QH, or as directed by your line manager

Job Outline

Key Responsibilities

- Working with the Executive team, develop and execute a clear, viable strategy for bars and catering across the group, ensuring a fantastic offer for audiences and customers, a well-run operation with a positive working culture, and a profitable F&B business within Soho Theatre
- Reporting to the Executive team, lead on achieving financial targets across bars and catering

Bar Operations

- Oversee and line manage a Bar General Manager at each venue, ensuring that they are delivering bar and catering operations that:
 - Are fully compliant with all relevant legislation and regulations around licensing, health & safety and food hygiene, as well as all Soho Theatre policies
 - Provide excellent customer service and audience experience in line with Soho Theatre's values, connected with other departments including Front of House
 - Meet financial targets across income and expenditure
- sohotheatre.com | sohotheatre.com/player/ | [@sohotheatre](https://twitter.com/sohotheatre) | [@sohotheatreindia](https://www.instagram.com/sohotheatreindia)

- Ensure that Bar General Managers are supported by excellent line management, as well as appropriate policies and processes
- With the Operations Director and working with the Bar General Managers, provide a strategic approach to the working culture of the Bar teams, ensuring pro-active recruitment, retention and motivation of staff

Customer experience and Communications

- Work with colleagues across the Executive and management team to ensure that the F&B operations across both venues align with the values and ethos of Soho Theatre as a whole
- Work with the Operations Director and STW Operations Manager to ensure that the bars play a key role in delivering an outstanding experience to customers and audiences through excellent customer service
- With the Communications team, ensure the F&B offer is fully integrated into wider external messaging around group activity
- Build on Soho's excellent relationships with bar suppliers to keep the offer up to date and relevant for the specific audiences we cater to, and seek out new suppliers to work with
- Build good networks and relationships with local businesses in Westminster and Waltham Forest to contribute to a positive nighttime economy, and wider local economy

Financial Administration

- Work closely with Soho Theatre's finance function team and the Executive team to review weekly income against target, cost of sales and ancillary spend and contribute to monthly management accounting for each venue's F&B operation
- Regularly price check beverage items bought for the operation, to ensure that purchases are made at the best prices available
- Support as required with the annual audit process
- Attend Soho Theatre Bar board meetings as necessary, and report on all aspects of performance

Future Opportunities

- Work with the Executive team to explore and develop future opportunities for the Soho Theatre group
- Contribute to capital projects that relate to F&B, liaising with internal and external teams as necessary to ensure these are delivered on time and within budget

Compliance

- Act as Designated Premises Supervisor, and ensure that the conditions of the premises licences are met at all times
- Stay informed and aware of all relevant legislation regarding service of liquor and opening hours
- Act as main point of contact for EHO and other local authority teams
- Work with the Operations Director to ensure comprehensive insurance cover is in place
- Attend Soho Theatre H&S committee meetings as lead for F&B, contribute to annual H&S audits

General



- Attend Heads of Department meetings to represent F&B, and work collaboratively with other department Heads to support the overall objectives of Soho Theatre
- Support the aims and objectives of Soho Theatre, both internally and externally
- Represent the Company as appropriate and as necessary at external events
- Uphold and champion the Equality Opportunities, Access and Diversity policies
- Undertake such other reasonable duties as may from time to time be required

This is a guide to the nature of the work required of the Head of Food & Beverage. 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 with good problem-solving skills
- Passionate about excellent customer service and providing a great night out to audiences
- The ability to lead and manage a team, under pressure and to deadlines
- Excellent attention to detail whilst maintaining awareness of the bigger picture
- A working knowledge of bars and restaurants across London
- An interest in the theatre and entertainment venues, and an ability to thrive in a creative and entrepreneurial workplace

Experience

- Senior management or leadership experience in the hospitality sector
- Demonstrable experience of financial management and reporting
- Demonstrable experience of management and overseeing personnel
- Personal Licence holder (desirable)

Skills

- Commercial financial acumen with an interest in and ability to drive profitability
- A strategic thinker
- Highly organised with strong leadership and good people management
- Excellent written and verbal communication skills
- Comfortable in a fast-paced dynamic working environment



TERMS & CONDITIONS

Terms of Employment

This is a permanent full-time role, with a three-month probation period.

Salary

£55k per annum

Holiday entitlement

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

Hours

Normal working week is 40 hours over a 5-day period, Monday to Sunday, including 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 and the successful passing of your probation. 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.

Staff Benefits

- Complimentary tickets for Soho Theatre shows (subject to availability)
- Season ticket and Cycle to Work loans
- Employee Assistance Programme including health insurance
- Seasonal flu jabs
- Training and development opportunities
- Staff discount at Soho Theatre Bar and other local businesses

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.



JOB VACANCY
Head of Food & Beverage
October 2025

MAKING YOUR APPLICATION

Closing date: 10am, Wednesday 12 November 2025

Interviews: Wednesday 19 November 2025, TBC

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 there are no more than two sides of A4.

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

Submitting an application:

We prefer applications to be sent by email. Please send your completed forms to jobs@sohotheatre.com with **STBHFB25** 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 at 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 10am, Wednesday 12 November 2025.