



JOB VACANCY DECEMBER 2025 DEPUTY TECHNICAL AND PRODUCTION MANAGER

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.

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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).

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Job Description

Job Title:	Deputy Technical & Production Manager
Purpose of Job:	<p>Support the Technical & Production Manager to ensure all technical elements of Soho Theatre's artistic programme are fully supported to the highest standards and delivering a programme of work (performances, hires and other activity) across three busy venues at Soho Theatre in Dean Street.</p> <p>To support in-house and visiting producers and production managers in creating Soho Theatre-produced work at Dean Street. Upholding the highest levels of technical health and safety on and off stage.</p>
Reports to:	Technical & Production Manager
Working closely with:	Technical, programming, building and operations teams and external artists and companies
Location:	21 Dean Street, London, W1D 3NE

Duties

Staffing & Structure

- Ensure all the building's technical activities are appropriately resourced with technical staff and equipment, working within agreed budgets, identifying any additional staffing, hire or other costs with the relevant budget holder, and where recharges need to be made
- Ensure weekly and monthly payroll is completed in line with HR, Finance and contractual expectations
- Assist the Technical & Production Manager with contracted staff recruitment, inductions and ongoing management
- Assist the Technical & Production Manager in recruiting and managing a pool of casual technical staff, creating a team that reflects the acts, audiences and values of Soho Theatre, ensuring they have the necessary skills and experience to cover the duties required within the artistic programme
- Ensure all core technical staff have the correct training (health and safety and job-specific) for their roles, liaising with the Technical & Production Manager and People Coordinator to book external training as required
- Ensuring that effective communication is maintained between all technical staff and with other operational departments to ensure the smooth running of the Soho Theatre programme

Planning/Advancing

- Coordinate get ins and technical periods for visiting companies, ensuring good coordination with the programmers
- Appropriately advance productions and ensure accurate technical information is received in good time
- Lead large-scale get ins / outs for theatre shows, ensuring all those working are inducted and safe in their duties and producing CDM paperwork
- Provide technical support to the in-house work of the Creative Engagement team

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Health and Safety

- Support the Technical & Production Manager in the management of health and safety onstage and backstage, ensuring all relevant legislation is adhered to and that safe working practices are always observed. Support the Company in meeting its statutory responsibilities, where applicable to the technical team and its work
- Ensure all incoming visiting companies receive a health and safety induction upon arrival and before commencing work
- In conjunction with producers/programmers, ensure fit-for-purpose, up-to-date risk assessments are in place for all shows and support staff in ensuring they are adhered to for all technical activity
- Assist in building and reviewing risk assessments for performance spaces, and regular technical activity
- Act as Duty Technician when required, including leading the evacuation of the building in the event of an emergency, compiling of Duty Technician reports and flagging building issues to the Building & Facilities Manager
- Be appointed first aider, fire marshal and key holder for the building

Artistic/Creative Programme

- Support all visiting companies and in-house producing teams to enable efficient realisation of their productions in the performance spaces
- Pre-empt any issues with multiple shows in each space, including turnarounds between performances, and ensure all companies receive the same high level of support from the technical crew
- Ensure any technical issues/problems during shows are addressed promptly
- Liaise with the Technical & Production Manager when staging element or technical equipment is likely to impact on the configuration or capacity of the audience seating
- Liaise with production teams to schedule removal of scenery and sets from the building, be that to storage, for recycling or scrap

Maintenance

- Work with the Technical & Production Manager to plan regular preventative maintenance of access, lighting, sound, projection and AV equipment and technical infrastructure across the building
- Engage to the team to support the Building & Facilities Manager with wider building maintenance where appropriate

General

- Support the aims and objectives of Soho Theatre, both internally and externally
- Attend production, programming and diary meetings and other internal meetings as required
- Uphold the Company's equal opportunities, access and diversity policies
- Be fully aware of the theatre's activities and programme of events at all times
- Undertake any other duties as may be appropriate to the nature of the post, as agreed with the Technical & Production Manager

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This is a guide to the nature of the work required of the Deputy Technical and Production Manager. 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

- The ability to work successfully in an energetic and dynamic festival-like environment
- Proactive and positive disposition, working with creativity, confidence and ambition
- Flexible attitude and approach to work and working hours. As an evening entertainment venue the role requires evening and weekend work
- Willingness and ability to work unsupervised and with initiative
- Highly organised and self-motivated
- An interest in - and enthusiasm for – 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 Experience

- Responsibility for managing all technical aspects of a performance
- Managing technical teams on a day-to-day basis, including rotas and payroll, absence and holidays
- Using AutoCAD/Vectorworks, ETC systems, QLab/Yamaha & Soundcraft desks and Dante networks
- Managing relationships with internal and external stakeholders
- Supporting a festival performance programme, or a building with multiple venues
- Working to the Health & Safety regulations relevant to theatre and live performance

Essential Skills

- Demonstrable technical skills (any bias welcome) with experience in venues of different scales and working on different kinds of performance
- A confident trouble-shooter
- Strong leadership and pastoral care skills, both in managing a core team and when overseeing casual staff
- High level of IT literacy, and comfortable using MS Office
- Exceptional attention to detail and time management

Desirable Skills (not part of shortlisting process)

- Ability to PAT test and maintain standard theatre equipment
- Basic knowledge of stage management duties
- Basic set construction and carpentry skills
- Experience with live sound mixing
- Ability to use a wide range of portable power tools and hand tools safely with confidence

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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 London and we work hard to increase representation across cultures and experience.

Terms of Employment

This is a permanent full-time role, with a 3-month probation period, working from Soho Theatre, 21 Dean Street, London, W1D 3NE or as directed

Salary

£35,000

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 40 hours, with an hour unpaid for lunch, and revolves around Soho Theatre's live performance programming across evenings and weekends. Normal working week is 40 hours over a 5-day period, Monday to Sunday.

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.

Staff Benefits

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

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MAKING YOUR APPLICATION

Closing date: Friday 19th December 2025, at 6:00pm

Interviews: First round interviews online 29/30th December with second round interviews taking place in person on 2nd January.

How to apply:

We prefer to receive our application form to CVs. Please email 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.

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

Submitting an application:

Please send your completed application form to jobs@sohotheatre.com with **DTPM25** 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 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 Friday 19th December 2025, at 6:00pm