



JOB VACANCY  
TECHNICIAN  
SOHO THEATRE WALTHAMSTOW

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 own 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 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 and inflight. Recently we have expanded our team to meet the needs of our exciting new second venue in London, Soho Theatre Walthamstow. 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 1,000-capacity venue for world-class comedy, panto, performance and participation – a 'local theatre with a national profile'. Sitting between the intimate spaces of Soho Theatre in Dean Street and the capital's bigger arenas, it will give audiences the perfect dedicated space to see world-class shows at mid-scale, filling an important gap in London's thriving cultural landscape. 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:** to build upon our successful opening 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

<b>Job Title:</b>	<b>Technician</b>
<b>Reports to:</b>	Technical & Production Manager, Soho Theatre Walthamstow
<b>Working closely with:</b>	Deputy technical manager, senior technician, technician, casual technicians, freelancers, contractors, visiting artists/ companies and operations team
<b>Location:</b>	Soho Theatre Walthamstow 186 Hoe Street, London E17 4QH

## Overview

This is a hugely exciting opportunity to be a key part of the team at the new Soho Theatre Walthamstow.

You will be integral in supporting activities in this beautiful Grade II listed building, including our 1000 seat theatre as well as our studios and front of house spaces.

With the guidance of the technical & production manager and deputy technical manager you will be fundamental in assisting with all technical aspects of our busy season. Your technical expertise will be crucial in the set-up and operation of exciting performances and community programmes, working closely alongside a team of casual technicians to run our performances.

You will be relied upon to deliver the creative visions of artists in a safe and effective manner and assist with the successful running of the theatre's busy programme, including all productions, events and projects. You will ensure our health & safety standards are met, creating a consistent, risk-free and professional working environment building wide.

This 12month contracted role combines technical and practical skills with teamwork and communication, working and collaborating with technicians, artists and freelance creative teams.

## Duties & Responsibilities

### Technical

- To programme/operate lighting, sound, AV and undertake duty technician responsibilities as required for shows and events in the main venue, studios or foyer space
- Be responsible for regular inspection, testing and maintenance of technical equipment, reporting any issues to the technical and production manager
- Assist fellow technical crew with all aspects of get in/outs, fit-ups and turnarounds to schedule
- Safely undertake the rigging of LX, sound, AV and construction of scenic elements
- Assist with digital output and hires

## **Health & Safety**

- Familiarise and adhere to show, area and equipment risk assessments whilst taking responsibility for housekeeping in backstage and public facing areas
- Act as a duty first aider and fire marshal when required (training provided)
- Be a welcoming point of contact for receiving visiting companies, providing a health and safety induction when necessary
- Supervise casual and freelance technical staff
- Read and implement the Walthamstow H&S policy

## **General**

- Attend department/production and staff meetings to keep aware of the buildings schedule and news updates
- Support building and facilities tasks whenever possible
- Act as a key-holder for the building
- Support the aims and objectives of Soho Theatre company both internally and externally
- Act as an ambassador for Soho Theatre Walthamstow to all visitors to the building
- Any other duties the technical & production manager or deputy technical manager may reasonably require

## **Person Specification**

### **Qualities**

- Ability to work in a fast paced, energetic and demanding environment
- Strong interpersonal skills, with the nous to engage with a wide variety of people and personalities in a clear and effective manner
- Willingness and confidence to work unsupervised and with initiative
- Highly organized and self-motivated
- Attention to detail in your work, with an understanding of the larger goal
- Friendly, approachable and supportive, with an interest in meeting new people
- A genuine interest in the arts sector

### **Experience (essential)**

- Proven experience in the set-up and operation of technical equipment related to live theatre and events
- Experience in a professional receiving or producing theatre or venue and/or a qualification in technical theatre

- Experience of working with artists, performers, creatives and/or design teams to adapt a new or existing show, performance or event to a venue
- Rigging, operation and maintenance of theatrical lighting, sound, communications, special effects and AV equipment

#### **Experience (desirable)**

- An understanding of manual or automated flying systems, particularly power flying hoists w/ Genesis control system
- An understanding of Dante, computer networking and associated equipment
- Experience working on events, shows and performances involving high profile acts
- An understanding of engagement projects and opportunities within theatre for the wider community

#### **Skills (essential)**

- Knowledge of sound or lighting consoles, particularly Allen & Heath and ETC, and QLab software
- Excellent time management and proven experience of working to a tight schedule
- Ability to interpret technical drawings and sound/video/lighting plans
- Confidence in manual-handling/lifting and working at height, with an understanding of the associated health and safety requirements and equipment
- A flexible and understanding approach to working with people from all backgrounds, disciplines and knowledge bases
- A calm, concise and methodical approach to problem solving
- Clear communication skills with the ability to lead on tasks when necessary
- An awareness and understanding of access requirements for artists, performers, patrons and staff
- Ability to work as part of a team or individually, taking initiative to complete tasks

#### **Skills (desirable)**

- An understanding of building and show related sustainability with a view on our impact on the environment
- Ability to PAT test and maintain standard theatre equipment
- Basic knowledge of stage management duties
- Basic set construction, carpentry skills and use of hand/power tools
- Experience with live sound mixing or lighting design
- An understanding of creating inter-department working relationships, creating a friendly, accessible and engaged working atmosphere
- First aid qualification



## 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 12month contract with a 3month probation period, working from Soho Theatre Walthamstow.

### Salary

£28,840 plus Overtime and Get-Out rates

### Holiday entitlement

20 Days plus Bank Holidays

### Hours

The full-time working week is 40 hours, with an hour unpaid for lunch. Normal working week is 40 hours over a 5-day period, Monday to Sunday; all other terms and conditions as per BECTU / TMA agreement, including provisions for overtime working. It is expected that you will be prepared to work evenings and/or weekends.

### 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 (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

**January 2026**