



JOB VACANCY
People Coordinator
March 2026

About Soho Theatre

Soho Theatre is London's leading producer of new theatre, comedy and cabaret. We are a dynamic and boundary-breaking arts charity and social enterprise, and a great place to work. We are driven by a passion for the work we produce, the artists we champion and the audiences we inspire. Our programme celebrates bold new theatre writing, innovative performance and world-class comedy.

Today we operate across two venues: Soho Theatre in the heart of London's West End, and Soho Theatre Walthamstow in what Time Out has described as 'London's coolest neighbourhood'.

Our Soho building, a former synagogue, was redeveloped and opened in 2000 as the first arts project to successfully use National Lottery funding to purchase a building on the open market. As we celebrate 25 years in the building, it remains much loved by artists and audiences alike as one of the capital's most vital and innovative spaces for new writing, comedy and performance. The venue hosts a year-round festival programme alongside a buzzing late-night theatre bar. Phoebe Waller-Bridge has described Soho Theatre as 'the mothership of new artists. People come from all over the world to perform there.'

In 2025 we opened Soho Theatre Walthamstow following more than a decade of work with Waltham Forest Council and a dedicated grassroots campaign to restore the historic venue. The £50 million redevelopment transformed a beautiful 1930s Art Deco Grade II* listed building into a state-of-the-art cultural destination. Winner of The Stage Awards Theatre Building of the Year 2026, the venue now includes a spectacular 970-capacity auditorium and world-class performance facilities. Alongside its renowned comedy programme, the theatre programme is rapidly evolving, with longer-run productions and Olivier-eligible theatre forming a growing part of the programme.

Our roots lie in the radical Soho Poly Theatre of the early 1970s, and that spirit continues to shape who we are today: bold, contemporary, counter-cultural with strong connection to queer and South Asian communities. We champion writers, artists and theatre-makers whose work challenges and entertains in equal measure, platforming voices from outside the mainstream and sometimes helping reshape the mainstream itself.

Our work extends far beyond our London stages through longstanding global partnerships in India, Australia, the United States and elsewhere, as well as participating in the Edinburgh Festival Fringe where we present around 20 shows each year. Alongside live performance, we create filmed and digital work that has been seen on Amazon Prime UK, our own British Airways inflight channel, and other international platforms.

Soho Theatre is led by a collaborative and diverse senior team and board. We are ambitious and entrepreneurial, a fast-paced and values-driven organisation with a strong team ethic and a clear commitment to supporting the development and progression of our staff.



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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).

Job Description

Job Title:	People Coordinator
Reports to:	Operations Director
Works closely with:	External finance team, HR platforms including Staff Savvy, Soho Theatre's external HR consultants, line managers across the company
Purpose of Job:	To provide administrative HR support across the whole of Soho Theatre, ensuring that core HR processes including recruitment, onboarding, payroll and record keeping are effective and support our team.
Location:	Soho Theatre and Soho Theatre Walthamstow

Overview

Working across the organisation, you will provide administrative support to help maintain an effective, welcoming and inclusive working environment at Soho Theatre.

You will coordinate key HR processes including recruitment, onboarding and offboarding, employee records, and payroll administration, ensuring systems and documentation are accurate and up to date. The role involves managing confidential information, payroll, and supporting line management.

Working closely with senior management, you will help ensure smooth internal operations while supporting Soho Theatre's values and culture. This role would suit a proactive, highly organised individual looking to develop a career in HR.

Job Outline

People

- Lead and coordinate recruitment processes including job postings, CV screening, interviews, and onboarding, ensuring an efficient and inclusive process in collaboration with the Operations Director.
- Manage onboarding and induction processes, ensuring compliance with legal requirements such as Right to Work and DBS checks.
- Oversee offboarding processes including arranging exit interviews, asset returns, HR record updates, and payroll coordination.
- Maintain accurate and confidential employee records using HR systems (Staff Savvy) and manage HR correspondence.
- Coordinate probation reviews and administer documentation relating to employee lifecycle changes including role, contract, compensation, and employment status changes.
- Support employee wellbeing initiatives and benefits schemes.
- Ensure that Soho Theatre's HR policies, procedures are available to staff across the organisation.

Organisational Policies & Procedures

- Support the Operations Director in developing, implementing, and reviewing HR policies, procedures, and handbooks aligned with organisational objectives.
- Communicate and support the consistent application of policies and processes across the organisation.
- Promote equality, diversity, and inclusion across all areas of the organisation.
- Contribute to internal committees including Health & Safety, Sustainability, Access, and Data.
- Support staff surveys and reporting requirements (e.g., Arts Council England and Board reporting) ensuring GDPR compliance.
- Escalate HR issues as appropriate and support disciplinary and grievance procedures in line with organisational policy and external HR advice.

Administration

- Manage and administer the HR platform, ensuring records are accurate and systems are used effectively.
- Support line managers in using HR systems including leave management.
- Manage HR inboxes (including recruitment enquiries) and respond to first-line HR queries.
- Maintain records of staff changes including updates to internal systems and the website.
- Support induction processes and ensure new starters have appropriate IT access.
- Maintain HR filing systems and track key processes including appraisals, training requests, organisational charts, and personnel updates.
- Coordinate payroll processes, ensuring timely approvals and preparing payroll information for the external finance team.
- Ensure HR processes remain efficient, compliant, and deliver a high standard of service.

General

- Support the aims and objectives of Soho Theatre, promoting diversity and an inclusive working environment.
- Attend internal meetings as required and remain informed about organisational activity.
- Adhere to Soho Theatre's policies, including those relating to equality, access, and diversity.
- Undertake other duties appropriate to the role

Person Specification

Experience (Essential)

- At least 2 years' experience in an HR or similar administrative role.
- Working knowledge of UK employment law and HR processes.
- Demonstrable interest in pursuing a career in HR.
- Experience supporting core HR functions such as recruitment, employee relations, workforce administration, payroll, engagement, and HR systems.
- Experience implementing or supporting HR policies and procedures.

Experience (Desirable)

- Experience in a standalone or generalist HR role.
- Experience using Staff Savvy or another similar platform.

Qualities

- Able to thrive in a fast-paced, dynamic environment.
- Proactive, flexible and confident communicator.
- Highly organised, detail-focused and able to work both independently and collaboratively.
- Strong interpersonal skills with the ability to build positive working relationships across diverse teams.
- Resilient, receptive to feedback, and able to work under pressure.
- Interest in working in a creative environment, particularly theatre or the arts.

Skills

- Excellent written and verbal communication skills, including handling confidential information sensitively.
- Strong organisational and administrative skills with the ability to prioritise and meet deadlines.
- Good IT literacy, including experience with databases or HR systems.

Terms and Conditions

Terms of Employment

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

Location

Soho Theatre, 21 Dean Street, W1D 3NE & Soho Theatre Walthamstow, 186 Hoe Street, E17 4QH

Salary

£27,800 - £33,000 per annum, depending on experience.

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 at Soho Theatre Dean Street / Soho Theatre Walthamstow. 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 in 1% of qualifying earnings, which is tax relief. If you have made other arrangements, there is the option to opt out altogether.

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

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: 10am, Monday 6th April 2026

Interviews: w/c 13th April 2026

How to apply

Complete our online application form ([People Coordinator 2026](#)), ensuring you outline your ability 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 one side of A4.

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

If you would like to submit your application in another format, or you have any queries about this role, please contact us at jobs@sohotheatre.com to discuss alternatives.

We will contact every candidate, whether they have been shortlisted for an interview or not.

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