



JOB VACANCY | DEPUTY TECHNICAL MANAGER

Deputy Technical Manager (Soho Theatre Walthamstow)

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.

OUR STRATEGIC GOALS



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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 the council and community. Effectively manage the resultant change, organizational 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 Manager (Walthamstow)
Purpose of Job:	<p>You will support the Technical and Production Manager with the planning, staffing and technical delivery on all productions, events, shows and projects at Soho Theatre Walthamstow.</p> <p>To lead the technical team on get-ins, fit-ups, performances, and get-outs as required and deputizing when necessary.</p> <p>Ensure our Health & Safety standards are met, creating a consistent, risk free and professional working environment building wide.</p>
Reports to:	Technical & Production Manager
Working closely with:	Technical Team, FOH, Programming and Creative Engagement Teams, Production and Visiting Companies, Buildings and Operations Teams
Location:	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 you will be fundamental in assisting with all technical aspects of our busy season.

Your technical expertise, preferably with a bias towards lighting, will be crucial in the set-up and operation of exciting performances and community programmes, whilst working closely alongside the technical team.

You will be relied upon to deliver the creative visions of established artists in a safe and effective manner and assist planning the building's technical activities including resourcing with technical staff, scheduling monthly rotas, allocation of technical equipment and working within agreed budgets relating to 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 fulltime contracted role combines technical and practical skills with teamwork and communication whilst working and collaborating with technicians, artists and freelance creative teams.

Duties & Responsibilities

Programme

- Support all visiting companies, in-house producing teams and community partners enabling the efficient realisation of their productions, and provide a professional and friendly point of contact for visiting companies, artists and their representatives
- Work with visiting and in-house producers / production managers to ensure all productions are adequately resourced, identifying any additional staffing, hire or other costs with the relevant budget holder, and where recharges need to be made
- Provide technical support to the Creative Engagement team
- Assist in the coordination of visiting companies' technical needs, fostering good communication between departments and around the venue
- Work with all companies to ensure they have carried out required risk assessments, informing the Technical Manager & Production Manager and in-house or external producer when they are not provided or inadequate
- Lead get ins/outs as a production LX or supervisor for theatre shows, ensuring all those working are inducted and safe in their duties
- To provide general technical support
- Pre-emptive planning for multiple shows in each space, including turnarounds between performances, and ensuring all companies receive the same high level of support from the technical crew
- Liaise with production teams to schedule removal of scenery, set and equipment from the building, be that to storage, for recycling with a keen eye on organisational sustainability

Health & Safety

- Support the Technical & Production department 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.
- Implement, maintain, promote and comply with company Health and Safety Policies and Risk Management Systems
- Ensure all incoming visiting company technical crews receive a H&S induction upon arrival and before commencing work
- Produce and adhere to adequate up to date risk assessments for shows, performance spaces and technical activities and make available to all staff, support staff and visiting companies
- Act as Duty Technician as and when required, including leading the evacuation of the stage in the event of an emergency, composing show reports and flagging building issues to the Building & Facilities Manager
- Act as appointed first aider, fire marshal and key holder for the building (training provided)

Staff Management

- Assist the Technical & Production Manager with recruitment and inductions. Notify the Technical & Production Manager and Operations Director should there be any grievances or disciplinary action required

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- With the Technical & Production Manager ensure all core technical staff have the correct training (health and safety and job-specific) for their roles, liaising with the Technical & Production Manager to book external training as required
- Assist the Technical & Production Manager in managing a pool of casual technical staff, ensuring they have the necessary skills and experience to cover the duties required within the artistic programme
- Ensure that effective communication is maintained between all technical staff and with other operational departments

Maintenance

- Work with the Technical & Production Manager to plan regular preventative maintenance of stage, lighting, sound, AV equipment, and technical infrastructure across the building.
- Review any potential capital purchases with the Technical & Production Manager
- Provide staff to assist the Building & Facilities Manager with wider building maintenance if necessary

General

- Support the aims and objectives of Soho Theatre, both internally and externally including promoting diversity in the work place and cultivating an inclusive work environment
- Attend programming, diary and production meetings and other internal meetings as required
- Uphold Soho Theatre's policies, including equal opportunities, access and diversity
- 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, and as agreed with the Technical & Production Manager

This is a guide to the nature of the work required of the role. As a new role, it is not wholly comprehensive or restrictive, will evolve with the postholder, 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 environment
- Creative, confident, proactive and positive
- 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
- Strong interpersonal skills, with the nous to engage and communicate with a wide range of personalities from different backgrounds in a clear and effective manner
- An interest in - and enthusiasm for 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

- Previously responsible for managing the technical aspects of a performance or event
- Managing technical teams on a day-to-day basis, including rotas and payroll, absence and holidays



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- ETC systems, QLab, Allen & Heath desks and/or Dante networks
- Managing internal and external relationships
- Supporting a performance programme
- Working to the Health & Safety regulations relevant to theatre and live performance

Essential Skills

- Demonstrable technical skills (lighting bias) 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 use a wide range of portable power tools and hand tools safely with confidence
- 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
- Automated Flying Systems, particularly Power Flying Hoists w/ GENESIS control system

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 (Soho Theatre Walthamstow, 186 Hoe Street, E17 4QH or Soho Theatre, 21 Dean Street, London, W1D 3NE - as directed)

Salary

£36,280 per year

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 performance programming across evenings and weekends. Normal working week is 40 hours over a 5-day period, Monday to Sunday.

Pension



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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

To apply: please complete our online application form: [Soho Theatre Application Form – DTM 2026](#) telling us how your experience and skills will fit this role, to jobs@sohotheatre.co.uk

Deadline for your application: no later than 17th May 2026

Please let us know if you require any additional support with your application (jobs@sohotheatre.com)

Thank you,

April 2026