



JOB VACANCY

Theatre Producer: Soho Theatre

Aug 2026

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.



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:	Theatre Producer
Reports to:	Head of Theatre Programme
Key Internal Contacts:	Executive Director, Touring and Festivals Producer, Creative Associates, Associate Director (Literary), Theatre Programme Assistant, Comedy and Creative Engagement teams
Location:	Primarily based at Soho Theatre (Dean Street) but also at Soho Theatre Walthamstow, Edinburgh Fringe Festival, and touring venues and festivals as required.
Start Date:	Autumn (TBC)

Overview

The Theatre Producer plays a key role in supporting, developing and programming new theatre work, and delivering productions and co-productions at Soho Theatre. Whilst the main remit and focus of this role will be based at Soho Theatre (our Dean Street venue), there will also be opportunities to connect with the development of theatre projects and productions at Soho Theatre Walthamstow.

Key remit and responsibilities:

- Produce Soho Theatre productions and co-productions from development through to presentation.
- Work collaboratively to curate the theatre programme - identifying, supporting and championing artists and projects.
- Contribute to planning and programming discussions across Soho Theatre's venues, festivals and touring activity.
- Support and facilitate the development of new work through R&D opportunities and workshops.
- Play an active, key role within the Theatre team, and contribute to Soho Theatre's artistic vision.

Job Outline

Producing - Soho Theatre

Lead on the producing and delivery of Soho Theatre productions and co-productions, including:

- Develop and manage production budgets and financial reporting.
- Draft and negotiate contracts for artists, creative teams and production personnel.
- Create and maintain production schedules, plans and delivery timelines.
- Support productions throughout rehearsal, technical and performance periods.
- Manage relationships with production companies, artists and creative teams.
- Be a key voice in creative and casting discussions; work closely with Casting Directors on projects and productions.
- Act as a key liaison between Soho Theatre departments and creative teams.
- Work collaboratively with the Communications team to support successful audience development, marketing and press campaigns.
- Support in ensuring that visiting artists and companies have an excellent experience when working with Soho Theatre.



- Support as required on Edinburgh, festivals and touring productions.

Programming

- Attend performances, readings, workshops and sharings to identify artists and projects for potential programming and development.
- Contribute to shaping programming across Soho Theatre, Soho Theatre Walthamstow, international touring and festivals.
- Develop and maintain collaborative relationships with artists, producers, agents, venues and co-producing partners.

New work development

- Facilitate development activity including R&Ds, workshops, and theatre projects.
- Regularly read scripts and project proposals for potential development and programming.
- Actively seek out, meet and champion emerging artists and companies.
- Contribute to wider company creative and bespoke projects as required.

General responsibilities

- Support the vision and values of Soho Theatre.
- Be an informed and engaged representative of Soho Theatre, maintaining up-to-date knowledge of the organisation's priorities and programme.
- Develop positive relationships across the organisation and beyond, with external artists, companies, presenters, producers and stakeholders.
- Represent Soho Theatre at performances, festivals, press nights, industry events and meetings as required.
- Support wider departmental budgeting, financial evaluation and reporting.
- Champion Soho Theatre's commitment to Equality, Diversity, Inclusion and Access, aligning this with programming, artist development and producing practice.
- Work collaboratively to help maintain an inclusive, welcoming and supportive organisational culture.
- Undertake any other duties as part of the role, that Soho Theatre may reasonably require.

**This is a guide to the nature of the work required of the role.
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

Essential Experience

- Experience of producing new plays.
- Experience of reading and evaluating proposals, scripts and pitches.
- Experience of managing and supporting freelance creative teams, cast, stage management and production personnel.

Personal Qualities

- A passion for developing and producing new theatre and performance, from early seed ideas through to full production.
- Strong artistic judgement, with the ability to identify work and artists that align with Soho Theatre's vision and values.
- An excellent and effective communicator, able to build productive relationships with artists, producers, agents, creative teams and colleagues.
- Maintaining a collegiate approach, working collaboratively across departments.
- Confident in making decisions, exercising sound judgement and taking ownership of projects.
- Excellent organisational skills, being able to balance competing demands while maintaining a high standard of work.
- Commercially aware, with an understanding of artistic, operational and financial considerations.
- A commitment to creating an inclusive and welcoming environment for artists, audiences and colleagues.
- A demonstrable enthusiasm for Soho Theatre's vision and programme.

Skills

- Excellent administration and project management skills, with strong attention to detail across producing processes including scheduling, contracting, budgeting and project delivery timelines.
- Strong understanding of marketing, communications and audience development, and how these contribute to the success of a production.
- An understanding of production management and technical theatre practice.
- Some experience of line management and/or supervising staff, freelancers or trainees would be beneficial.



Terms and Conditions

Terms of Employment

This is a permanent part-time role, subject to a three-month probation period.

The role is based primarily in Soho Theatre (Dean Street) and Soho Theatre Walthamstow, with flexibility for occasional home working by agreement. The successful candidate will be expected to work regularly from both venues but also at Soho Theatre Walthamstow, Edinburgh Festival Fringe, touring venues and festivals in order to build effective relationships with colleagues and stakeholders.

Salary

£35,000-40,000 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 (pro-rata for part-time employees).

Hours

The full-time working week is 35 hours, with an hour unpaid for lunch. Normal office hours are 10am-6pm Monday to Friday at Soho Theatre. Regular evening and occasional weekend / public holiday work will be required, there are no overtime payments but TOIL is negotiable on occasion 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 productions and performances (subject to availability).
- Employee Assistance Programme, including health insurance.
- Staff discount on food and drinks at Soho Theatre venues and selected local businesses.
- Season Ticket Loan scheme.
- Cycle to Work scheme.
- Seasonal flu vaccinations.
- Training and development opportunities.
- Eye tests (subject to eligibility).

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