

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.

Communications Assistant: Press & Content

Job Description

Job Title:	Communications Assistant: Press & Content
Purpose of Job:	Provides day-to-day administrative and practical support across Soho Theatre's press, PR and content activity.
Reports to:	Communications Manager: Press, PR and Content
Working closely with:	Press & PR, Digital Content and the wider Communications team
Location:	This is an on-site role based across Soho (W1) and Walthamstow (E17); it is not a hybrid role. Evening and weekend work will be required where necessary, with shifted hours or TOIL.

Job Outline

This is the role that keeps Press and Content connected, organised and moving.

This role provides day-to-day administrative and practical support across Soho Theatre's press, PR and content activity: looking after shared inboxes, keeping campaign information and assets in order, tracking coverage and press requests, and helping publish timely organic content across our channels.

Crucially, this role helps good stories travel, ensuring useful information gets to the right people, and that our socials reflect Soho Theatre as a whole.

We're looking for someone organised, curious and excited to work in a live performance environment, particularly new theatre, comedy and cabaret. Someone who notices things, follows up, and enjoys supporting a busy team.

Duties & Responsibilities

Support joined up campaigns

- Provide administrative and practical support for press, publicity and content campaigns across Soho Theatre's venues and wider programme of activity
- Help our channels reflect the full breadth of Soho Theatre: new theatre, comedy, cabaret, artists, Labs and Creative Engagement, venues, touring, international work, Food & Beverage and the wider organisation's brand and tone of voice.
- Make sure useful press coverage, quotes, images and interviews reach the Content team quickly.
- Flag when digital content material, artist activity or audience response could support a press story.

Press & Digital inbox management

- Monitor the shared Press and Digital inboxes, respond and/or direct enquiries promptly.
- Reply to straightforward requests using agreed information and templates, escalating anything that needs further input.
- Keep inbox folders and records clear and useful.
- Spot opportunities in the inboxes, from artist content and media requests to partnerships and audience conversations.

Press & PR Administration

- Monitor and collate coverage, alongside our media monitoring service.
- Share useful coverage and press updates with the Communications team and wider company.
- Process press ticket requests in the ticketing system and keep accurate records of requests, allocations and attendance.
- Supply press images and information; proofread and check captions, credits and details

- Prepare monthly listings, distribute press releases and media alerts (and upload to our newsfeed), and keep contact databases, campaign grids and press-night lists up to date.
- Support the logistics and delivery of press and publicity campaigns, including interviews, photo calls and other media activity.
- Coordinate press lists, ticketing and on-the-night administration for press nights, launches and events.
- Research journalists, critics, broadcasters, podcasts, influencers and other relevant media contacts.
- Help maintain positive working relationships with journalists, critics, broadcasters, artists, visiting companies and industry contacts (including producers, agencies, influencers).

Content & Social Administration

- Assist in scheduling and publishing approved organic content across Soho Theatre's digital channels.
- Prepare posts for publication, checking copy, names, dates, tags, links, credits and accessibility information.
- Locate and repurpose strong existing material, including reviews, interviews, archive, artist content, images and footage.
- Help turn press coverage and media moments into timely, platform-appropriate content.
- Support straightforward, fast-turnaround capture under an agreed brief when needed, including photos, short clips and behind-the-scenes material.
- Monitor messages, comments, tags and digital enquiries, including DMs, responding where appropriate and escalating sensitive information when necessary.
- Help gather basic channel-performance data for regular reporting.
- Monitor arts, entertainment, culture and social media, flagging conversations and moments Soho could join.

Communications Administration

- Keep campaign documents, calendars, contact lists, notes, trackers, inbox folders and asset libraries clear, current and useful.
- Keep an eye on announcements, press nights, reviews, interviews, publishing dates, content opportunities and approvals, flagging gaps or clashes before they become a problem.
- Gather approved information and assets from artists, agents, producers, visiting companies and internal teams, and follow up when things are missing.
- Help pull together press coverage, content output and basic performance information for reporting.
- Proofread wider communications materials, checking for accuracy, consistency and attention to detail.
- Provide practical Communications support during busy campaigns, festivals, venue activity and major organisational moments.

Sustainability

- Support Soho Theatre's environmental and sustainability objectives across production activity.
- Encourage sustainable approaches to production and visiting-company activity.
- Support the reuse, recycling and responsible disposal of scenery, props and production materials where appropriate.
- Contribute to Soho Theatre's implementation of Theatre Green Book principles.

General

- Work collaboratively across Soho Theatre to support audiences, ticket sales and wider organisational priorities.
- Act as an ambassador for Soho Theatre, representing the organisation warmly and professionally with artists, audiences, journalists, partners, visiting companies and industry contacts.
- Attend relevant meetings, press nights and events, including evenings and occasional weekends.

- Uphold Soho Theatre's commitments and policies, vision, values and priorities.
- Support the aims and objectives of Soho Theatre both internally and externally, including promoting diversity in the workplace and cultivating an inclusive work environment.
- Work collaboratively with the Press and Content team and the wider Communications team to ensure consistency across both venues.
- Participate as a member of the team and attend relevant internal meetings and training sessions as required.
- Undertake any other duties as appropriate to the role and as agreed with Line Manager or senior leadership.

This job description is a guide to the role. It may develop with the post holder and line manager as the work and team evolve.

Person Specification

Qualities

- Ability to work at pace in a dynamic live performance environment
- Collaborative, positive and adaptable approach
- Organised, proactive and reliable, with strong attention to detail.
- Creative, positive, helpful and flexible in your approach to work.
- Discreet and tactful, with a sense of humour.
- Good judgement, including knowing what can be handled independently, what needs checking and what should be escalated.
- Able to build positive working relationships with artists, audiences, industry contacts and colleagues.
- A genuine interest in Soho Theatre's work, audiences and distinctive voice.

Essential

- Experience using standard workplace systems, including Microsoft Office, email, shared calendars and databases.
- Strong administrative and organisational skills.
- Excellent organisational and administrative skills.
- Clear, accurate and friendly written and verbal communication.
- Ability to manage competing tasks, follow up and meet deadlines in a fast-paced environment.
- Confidence using shared inboxes, documents, calendars, filing systems, Microsoft Office and social platforms.

Desirable

- Experience working across multiple venues, sites or operational teams.
- Experience of working in a theatre, live performance, the arts or a comparable creative environment.
- Experience supporting communications, content or social media activity, ideally in arts, culture, entertainment, festivals or another fast-moving environment.
- Experience managing a shared team inbox or maintaining contacts, calendars and asset libraries.
- Basic social content creation, filming or editing skills.
- Experience using social scheduling, media-monitoring and analytics tools.
- Familiarity with accessible content, including captions, subtitles, image descriptions and alt text.

Terms and Conditions

Contract:	Permanent, Full Time
Salary:	£27,500 per annum
Location:	This is an on-site role based across Soho (W1) and Walthamstow (E17); it is not a hybrid role. Evening and weekend work will be required where necessary, with shifted hours or TOIL.
Hours:	35 hours per week over five days, Monday to Friday
Probation:	3 months
Holiday:	20 days per annum plus Bank Holidays, rising to 25 days plus Bank Holidays after one full year of continuous employment.
Pension:	Soho Theatre operates a workplace pension scheme with automatic enrolment for eligible employees in accordance with statutory requirements.
Staff Benefits:	Complimentary tickets for Soho Theatre shows Employee Assistance Programme Staff discount at Soho Theatre Bar and participating local businesses Season ticket and Cycle to Work loans Seasonal flu jabs Training and development opportunities

How to Apply

To apply:	Please complete the application form linked here When completing your application form, please read the job description carefully We reserve the right to close this vacancy early if we receive a sufficient number of applications
Closing date:	Sunday 1 st November 2026
Equal opportunities:	Soho Theatre is an equal opportunities employer. We welcome applications from all backgrounds and offer reasonable adjustments throughout the recruitment process. Please let us know if you need any support to apply or attend an interview.

If you would like to submit your application in another format, or you have any questions about this role, please contact jobs@sohotheatre.com with the job title in the subject line.