

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 Officer: Press & PR

Job Description

Job Title:	Communications Officer: Press & PR
Purpose of Job:	To lead and support press and PR campaigns across our programme, venues and wider organisational activity.
Reports to:	Communications Manager: Press, PR and Content
Working closely with:	Press & PR, Digital Content, Marketing and the wider Communications & Audience team
Location:	On site across Soho (W1) and Walthamstow (E17). Evening and weekend work as required, with shifted hours or TOIL.

Job Outline

A hands-on press and PR role for someone who can spot a story, shape a campaign and make it happen.

The Communications Officer: Press & PR leads small to mid-scale campaigns across Soho Theatre Group and supports larger campaigns across our programme, venues and wider organisational activity. Working with the Communications Manager, Press & PR colleagues and the wider Communications team, the role builds media relationships, secures coverage and helps tell Soho Theatre's story.

We are looking for an imaginative, organised and tenacious publicist with excellent writing skills, sound judgement and a genuine appetite for new theatre, comedy and cabaret.

Duties & Responsibilities

Campaigns

- Lead small to mid-scale Press & PR campaigns from planning through to delivery and evaluation.
- Develop clear campaign plans and write compelling press releases, pitches, media alerts, briefings and supporting copy.
- Identify stories, interviews and campaign hooks across Soho Theatre's programme, artists, venues, Labs and Creative Engagement, touring, international work and wider activity.
- Manage agreed Visiting Company, touring and international press activity, and deliver agreed strands of major campaigns led by the Communications Manager.
- Track and evaluate activity, using results and learning to shape future campaigns.

Media relations and publicity

- Build and maintain relationships with journalists, critics, broadcasters, podcasters, influencers and other relevant contacts.
- Pitch reviews, interviews, features, news and broadcast opportunities, managing activity through to completion.
- Respond to media enquiries accurately and promptly, coordinating information, approvals, access and assets.
- Coordinate interviews, photo calls, launches and press nights, briefing the Communications Assistant on agreed administration and logistics.
- Represent Soho Theatre warmly and professionally at press & guest nights, industry events and external meetings.

PR and joined-up storytelling

- Deliver agreed word-of-mouth and influencer activity, with clear planning, targets and reporting.
- Develop relationships with relevant creators, cultural commentators, community connectors and industry advocates.
- Work with Digital Content and Marketing colleagues to connect press, influencer, content and audience activity.

- Share useful coverage, quotes, interviews and opportunities across the wider Communications team.

Team working and judgement

- Maintain clear campaign plans and records, working with the Communications Assistant on agreed tasks and logistics.
- Work with the other Press & PR Officer and Communications Manager to plan workloads, share information and provide cover.
- Provide concise updates on campaign activity, priorities, results and next steps.
- Exercise sound editorial judgement, escalating sensitive, safeguarding, reputational or crisis-related issues promptly.
- Contribute to accurate, timely website storytelling and newsfeed content.

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

- 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 Press, PR and Content team and 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.
- Work collaboratively across Soho Theatre to support audiences, ticket sales, income and wider organisational priorities.
- Stay up to date with theatre, comedy, cabaret, culture, entertainment and media.
- Attend relevant meetings, press nights and events, including regular evenings and occasional weekends.
- Uphold Soho Theatre's commitments, policies, vision, values and priorities, and undertake other reasonable duties appropriate to the role.

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 & Skills

- A clear news sense and understanding of what makes a compelling media opportunity.
- Sound judgement, discretion and attention to detail, including knowing when an issue needs to be escalated.
- A collaborative, positive and adaptable approach and genuine interest in Soho Theatre's work, audiences and distinctive voice.
- Ability to work at pace in a dynamic live performance environment

Essential

- Experience delivering press, publicity or PR campaigns from planning through to evaluation.
- Excellent written and verbal communication, including strong press releases, pitches and briefings.
- Experience building effective relationships with media contacts, artists, creative teams, producers, agents or comparable stakeholders.
- Ability to manage several campaigns and deadlines, take appropriate initiative and follow through reliably.
- Experience using standard workplace systems, including Microsoft Office, email, shared calendars and databases.
- Strong administrative and organisational skills.

Desirable

- Press or publicity experience in theatre, comedy, cabaret, arts, culture, entertainment or festivals.
- Experience of influencer, creator or word-of-mouth communications.
- Experience supporting touring, international work, artist development or community programmes.
- Established relevant media relationships and experience using media monitoring, distribution or reporting tools.
- Experience working across multiple venues, sites or operational teams.
- Experience of working in a theatre, live performance, the arts or a comparable creative environment.

Terms and Conditions

Contract:	Permanent, Full Time
Salary:	£30,000 per annum
Location:	On site across Soho (W1) and Walthamstow (E17). Evening and weekend work as required, 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



JOB VACANCY

Communications Officer: Press & PR

October 2026

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 1st 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.