

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.

Graphic Design Assistant

Job Description

Job Title:	Graphic Design Assistant
Purpose of Job:	To support the delivery of high-quality, engaging and brand-consistent design across Soho Theatre's print, digital and venue communications.
Reports to:	Communications Manager: Marketing
Working closely with:	Audience & Communications team, programming and producing teams, operations and Food & Beverage teams
Location:	Soho Theatre (W1) and Walthamstow (E17).

Job Outline

The Graphic Design Assistant supports the creation and delivery of engaging, accessible and brand-consistent design across Soho Theatre's campaigns, venues and organisational communications. Working closely with the Graphic Designer and colleagues across the organisation, the role will produce and adapt artwork for print and digital channels, prepare accurate files for production, manage competing deadlines and help maintain an organised library of creative assets.

Duties & Responsibilities

Design Delivery

- Create clear, engaging and brand-consistent design assets for campaigns, events, venue activity and organisational communications.
- Support the development of show campaign visuals, working from supplied artwork, production imagery, brand guidelines and campaign briefs.
- Prepare artwork for print and digital delivery, ensuring files are accurate, accessible, correctly formatted and delivered to deadline.
- Retouch, crop and resize images where required, maintaining quality, consistency and appropriate usage across channels.
- Help maintain an organised library of design assets, templates, imagery and artwork files so materials can be found, reused and adapted efficiently.

Brand, Campaigns & Content

- Work within Soho Theatre's brand guidelines while bringing creativity, care and attention to detail to each piece of design work.
- Support campaign rollouts across Soho Theatre various activity, ensuring assets are consistent across multiple touchpoints.
- Collaborate with Communications colleagues to understand campaign objectives, audience needs, accessibility requirements and channel-specific formats.
- Create design content for social media, email, website and paid digital advertising, adapting assets for different platforms and audiences.
- Support the creation of materials for artist development, fundraising, hires, community activity, press, internal communications and stakeholder presentations.
- Contribute ideas for how design can strengthen campaign impact, audience engagement and the overall visual identity of Soho Theatre's communications.

Workflow, Production & Collaboration

- Take briefs from colleagues clearly and proactively, asking questions where needed and agreeing realistic timelines for delivery.
- Manage a varied workload of design tasks, balancing quick-turnaround requests with longer campaign timelines and recurring production deadlines.
- Work closely with printers, suppliers and internal teams to ensure finished materials are accurate, on brand and suitable for their intended use.

- Proof and check artwork carefully, ensuring their facets are accurate before publication or print.
- Keep colleagues updated on progress, flagging any risks to quality, deadline or delivery as early as possible.

Digital, Accessibility & Good Practice

- Use design software confidently and appropriately, particularly Adobe Creative Cloud applications, to produce professional-quality artwork and assets.
- Apply good design principles across layout, typography, hierarchy, image use, colour, composition and accessibility.
- Create assets that support accessible communications, including clear legibility, appropriate contrast and inclusive approaches to audience information.
- Export files correctly for different uses, including print-ready artwork, web images, social formats, email content and venue digital display screens.
- Stay aware of current design, digital and arts marketing trends, bringing relevant ideas and references into the team's work.

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 the Graphic Designer 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.

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.

Person Specification

Qualities & Skills

- Ability to work at pace in a dynamic live performance environment
- Collaborative, positive and adaptable approach
- Creative, curious and visually aware, with enthusiasm for developing design ideas and learning from feedback.
- Highly organised and detail-focused, with a careful approach to accuracy, layout, file preparation and deadlines.
- Good communication skills, with the ability to understand briefs, ask clear questions and respond constructively to feedback.
- Ability to manage time effectively and balance a varied workload of design tasks and deadlines.

Essential

- Good graphic design skills, including layout, typography, image use, colour, hierarchy and composition.
- Confident working with Adobe Creative Cloud, particularly InDesign, Photoshop and Illustrator.
- Ability to adapt designs across multiple formats, including print, social media, web, email and digital display.
- Strong attention to detail, including proofing, formatting, version control and preparing accurate artwork for production.
- Experience responding to briefs and producing design assets to deadlines.

Desirable

- Experience working with brand guidelines, templates or established visual identity systems.
- Experience working collaboratively with colleagues, clients, artists or suppliers.
- 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, Part time
Salary:	£28,000 per annum full-time equivalent, £16,800
Location:	Soho Theatre, 21 Dean Street, London W1D 3NE, with occasional work at other Theatre locations as required.
Hours:	3 days per week, to be agreed
Probation:	3 months
Holiday:	Full-time entitlement is 20 days per annum plus bank holidays, rising to 25 days plus bank holidays after one full year of continuous employment. Entitlement for this part-time role will be calculated pro rata to contracted hours and recorded in hours.
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
Graphic Design Assistant
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.