

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.

PRODUCTION COORDINATOR

Job Description

Job Title:	Production Coordinator (Soho)
Purpose of Job:	To support the Technical & Production Manager with the planning, coordination and administration of productions, visiting shows, events and projects at Soho Theatre Dean Street.
Reports to:	Technical & Production Manager
Working closely with:	Technical Team, Producing and Programming Teams, Operations, Front of House, Creative Engagement, visiting companies, producers, production managers and freelance creative teams
Location:	Soho Theatre, 21 Dean Street, London W1D 3NE

Job Outline

This is an exciting opportunity to join the Technical & Production team at Soho Theatre Dean Street. Dean Street presents a busy year-round programme of theatre, comedy and cabaret across three performance spaces, often involving multiple visiting companies and quick turnarounds between productions.

The Production Coordinator will play a central role in ensuring that this activity is effectively planned and advanced. You will work closely with visiting companies and Soho Theatre teams to gather and communicate production information, coordinate schedules and logistics, maintain accurate documentation and ensure everyone has the information they need to deliver the programme successfully.

You will be highly organised, proactive and comfortable managing multiple priorities at the same time. You'll enjoy working with a wide range of people and will understand the importance of clear communication in a busy live-performance environment.

This is primarily a production coordination role rather than a hands-on technical position, although an understanding of technical theatre and live performance will be important.

Duties & Responsibilities

Programme & Production Coordination and Administration

- Coordinate the advance of productions, visiting shows and events, acting as a key contact for visiting companies, producers and creative teams.
- Gather and share technical information, schedules, plans and risk assessments, following up outstanding requirements.
- Work with the Technical & Production Manager and technical team to coordinate staffing, equipment, access and schedules for get-ins, rehearsals, performances, turnarounds and get-outs.
- Coordinate production spaces, transport, couriers, equipment hires and other production logistics.
- Maintain an overview of upcoming activity, ensure effective communication between departments and escalate potential issues promptly.
- Attend programming, diary and production meetings; coordinate departmental meetings and circulate notes and actions as required.

- Maintain accurate production schedules, contacts, resource records and shared documentation, ensuring appropriate storage and archiving.
- Provide administrative support to the Technical & Production team, including freelance personnel, contracts, purchase orders and training.

Health & Safety

- Support the Technical & Production Manager in maintaining high standards of health and safety across production activity.
- Ensure visiting companies provide appropriate risk assessments and other required production documentation.
- Maintain accurate records of production Health & Safety documentation.
- Highlight missing, incomplete or inadequate documentation to the Technical & Production Manager.
- Promote safe working practices and Soho Theatre's Health & Safety policies and procedures.
- Act as Duty Technician when required, including leading the evacuation of the building in the event of an emergency, compiling of Duty Technician reports and flagging building issues to the Building & Facilities Manager
- Be appointed first aider, fire marshal and key holder for the building

Finance

- Support the Technical & Production Manager with monitoring production expenditure and commitments.
- Process and track production invoices, purchase orders and expenditure as required.
- Assist with identifying additional staffing, equipment, hire and other production costs.
- Support the accurate recording of costs that may need to be recharged to visiting companies.
- Ensure relevant financial documentation and receipts are processed promptly and accurately.
- Work within agreed budgets and Soho Theatre's financial procedures.
- Deputise for the Technical and Production Manager when needed, to ensure weekly and monthly payroll is completed in line with HR, Finance and contractual expectations

Culture and Staff Engagement

- Help create a welcoming, inclusive and respectful working environment.
- Gather staff feedback, identify recurring themes and recommend practical improvements.
- Promote staff wellbeing, awareness of benefits and access to support.
- Embed Soho Theatre's values in recruitment, induction, management and development.

General

- Assist the Technical & Production Manager with contracted staff recruitment, inductions and ongoing management
- Support the aims and objectives of Soho Theatre, both internally and externally.
- Build positive working relationships across departments and contribute to effective communication across the organisation.
- Uphold Soho Theatre's policies, including those relating to equality, diversity, inclusion, accessibility, Health & Safety and safeguarding.
- Maintain appropriate confidentiality and comply with Soho Theatre's data protection requirements.
- Be fully aware of Soho Theatre's programme and activities.
- Undertake any other duties appropriate to the nature and level of the post.

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.

This job description is a guide to the nature of the work required. It is not wholly comprehensive or restrictive and may be reviewed with the postholder as the role and organisation develop.

Person Specification

Essential Experience & Skills

- Experience of production coordination, production administration or a similar role within theatre, live performance, events or the cultural sector.
- Experience coordinating multiple productions, projects or events simultaneously.
- Has completed an IOSH or NEBOSH certification.
- Strong administrative and organisational skills.
- Experience communicating with visiting companies, artists, producers, production managers, technicians or freelance teams.
- Ability to gather, organise and communicate detailed production information accurately.
- Strong IT skills, including Microsoft Office and shared digital systems.
- Good numeracy skills and confidence working with invoices, purchase orders and financial information.
- An understanding of Health & Safety within theatre, events or live performance.
- Ability to prioritise effectively and respond to changing requirements.

Qualities

- Highly organised, proactive and self-motivated.
- Calm and effective when working in a busy, fast-moving environment.
- Excellent attention to detail.
- Friendly, approachable and confident working with a wide range of people.
- Strong communicator who understands the importance of sharing information clearly and promptly.
- Collaborative and comfortable working across different teams and disciplines.
- A practical, positive and solution-focused approach to problems.
- Able to work independently and use initiative.
- Flexible in approach to working hours, with some evening and weekend work required.
- An interest in and enthusiasm for theatre, comedy, cabaret and live performance.

Desirable Skills & Experience

- Experience working within a producing or receiving theatre.
- Experience advancing visiting productions.
- Understanding of technical theatre terminology and production processes.
- Experience working with production budgets and expenditure.
- Knowledge of relevant theatre Health & Safety requirements and risk assessment processes.
- Knowledge of UK Theatre/Equity and/or UK Theatre/BECTU agreements.
- Knowledge of the Theatre Green Book and sustainable theatre-making practices.

Terms and Conditions

Contract:	Permanent, Full Time
Salary:	£36,000 per annum
Location:	Soho Theatre, 21 Dean Street, London W1D 3NE
Hours:	40 hours per week over five days, Monday to Friday. The role will predominantly work around the planning and delivery requirements of the programme and will include some evening and weekend work as agreed.
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 an auto-enrolment pension scheme.
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.

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.