



BACKGROUND INFORMATION

Soho Theatre is London's most vibrant venue for new theatre, comedy and cabaret.

We occupy a unique and vital place in the British cultural landscape. Our mission is to produce new work, discover and nurture new writers and artists, and target and develop new audiences.

As entrepreneurial as it is innovative, over the last seven years the charity and social enterprise has almost trebled audiences and produced more work than ever before.

We work with artists in a variety of ways, from full producing of new plays, to co-producing new work, working with associate artists and presenting the best new emerging theatre companies that we can find. We have numerous artists on attachment and under commission, including Soho Six and a thriving Young Company of writers and comedy groups. We read and see hundreds of scripts and shows a year.

Bang in the creative heart of London, our home is one of the country's busiest venues with a year-round festival programme of theatre, comedy and cabaret, and a buzzing bar. By day we're a hive of writing, workshops, showcases, meetings and events and by night we're stage to an average of six shows and a throng of audiences and artists seeing the work and having a great time.

Soho Theatre's 15-show Edinburgh Festival Fringe programme last summer included the smash-hit Underground Railroad Game, Natalie Palamides' Nate, the inimitable Jessie Cave, new commission Drip Feed all alongside comedy, cabaret, drag and clowning.

Our vision is to ambitiously expand beyond Dean Street with an additional larger venue beyond central London, a digital and TV presence, as well as a strong national and international touring programme.

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'the place was buzzing, and there were queues all over the building as audiences waited to go into one or other of the venue's spaces.... young, exuberant and clearly anticipating a good time.' Guardian

JOB DESCRIPTION

Job Title:	Edinburgh Festival Street Team Member
Reports to:	Marketing Officer
Purpose of Job:	Maintain print display and distribute flyers to the public while communicating a strong knowledge of our Edinburgh programme. Represent Soho Theatre as part of our 'on the ground' team.

RESPONSIBILITIES

- Distribute flyers to the public at venues and sites around Edinburgh.
- Watch selected Soho Theatre shows in Edinburgh to help familiarise yourself with the programme and effectively promote shows to the public.
- Assist the Marketing Officer and extended Soho Theatre team in keeping the print stock up to date (e.g. stapling reviews to flyers, sticking reviews on posters and outdoor advertising sites).
- Undertake any other duties that may reasonably be required by the Marketing Officer.
- Represent Soho Theatre as our ambassador throughout the festival while on shift, which includes wearing our branded uniform.
- Communicate enthusiastically about our extended programme when in conversation with the public.

GENERAL

- Be responsible for the health and safety of yourself and others in line with the Soho Theatre's Health & Safety Policy.
- Support the aims and objectives of Soho Theatre, both internally and externally.
- Uphold the company's equal opportunities, access and diversity policies.

This is a guide to the nature of the work required of the Edinburgh Fringe Street Team Member. 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

Qualities

- Excellent communication and interpersonal skills.
- Confidence and proactive attitude in communicating with the general public.
- Energy and enthusiasm for Soho Theatre's Edinburgh Fringe 2019 programme.
- Ability to remain upbeat under multiple demands and in all weather conditions.
- A willingness to work flexible hours.
- A professional work ethic.
- Able to demonstrate initiative.
- An excellent team player.
- A passion for theatre, comedy and cabaret.
- Reliable time-keeping skills.
- Self-motivated.

Desirable Experience

- Previous experience of the Edinburgh Festival Fringe.
- Previous experience of working in a multi-venue festival environment.
- Previous experience of working in a customer-facing role.
- Experience and knowledge of Soho Theatre is an advantage.

TERMS AND CONDITIONS

Equal Opportunities

Soho Theatre aims to be an equal opportunities employer. All staff members are required to adhere to Soho Theatre's Equal Opportunities Statement of Policy, which will be given to the successful candidate, and is available on request.

Terms of Employment

This job opportunity attracts flexible working hours allowing for both the needs of the organisation and commitments that the post-holder may have. You will be required to be available over a range of different shifts which will be communicated to you on a rota basis.

Salary

£10.00 per hour.

Holiday entitlement

Holiday pay is accrued annually with service and is paid as the equivalent of 4 week's holiday per financial year.

Hours

Hours are as scheduled by the Marketing Officer, Monday – Sunday on a weekly rota basis. The majority of shifts are in the afternoon and evening. A minimum shift is 2 hours.

Uniform

Street Team Members are required to wear a uniform as provided by Soho Theatre along with any additional instructions that relate to clothing.

Staff benefits include

- Complimentary tickets for Soho Theatre Edinburgh 2019 productions (always subject to availability).
- Invitation to the Soho Theatre Artist Industry Party.

April 2019