

Lyric

SENIOR PRODUCER



INTRODUCTION

The Lyric Hammersmith is one of the UK's leading producing theatres. For more than 120 years it has been responsible for creating some of the UK's most ground-breaking and acclaimed theatrical productions. At the same time it has gained a national reputation for its work with children and young people and for creating pathways into the profession for young talent from all backgrounds, helping to diversify the industry. The Lyric's dual commitment to producing the highest quality contemporary theatre, alongside nurturing the creativity of young people, is what makes it unique within the theatre ecology of the UK. It has one of the youngest audiences of any theatre in the country and is a place where some of the UK's finest actors and theatre-makers work side-by-side with some of the most diverse and disadvantaged young people in London. The cross-fertilisation of these two is what makes the Lyric Hammersmith so exciting and so distinctive. It is a local theatre rooted in its community with a national and international reputation for the quality and innovation of its artistic work.

OUR MISSION

We aim to produce work that is provoking, entertaining, popular, eclectic, messy, contradictory and diverse.

We strive to be at the heart of our community as well as being internationally recognised.

We work with the best theatre artists around as well as encouraging the next generation.

We want to lurch wildly between high art and populism – hopefully achieving both at the same time.

Beautiful theatre, cheap tickets, environmentally friendly. Hammersmith and proud!

THE LYRIC: PAST, PRESENT & FUTURE

The Lyric is located in central Hammersmith in the London Borough of Hammersmith & Fulham, two minutes from Hammersmith tube and bus stations.

The theatre has an extraordinary history. It was designed by the world-renowned Victorian theatre architect, Frank Matcham, and originally opened in 1895 on a different site from the one it stands on today. In 1972, the original building was scheduled for demolition to make way for a new shopping and housing complex. There was a huge public outcry and, at the final hour, the local council saved the theatre by instructing that the Lyric could only be pulled down by the developers if Matcham's exquisite plasterwork was preserved and recreated in a new theatre above the Kings Mall Shopping Centre. The new Lyric Hammersmith was officially opened in 1979 by the Queen. The Matcham plasterwork had been painstakingly reconstructed in a new Victorian-style 550 seat auditorium and a modern black-box 110 seat studio was added to the building at the same time.

In 2004, the Lyric was redeveloped again with funding from the National Lottery and a public fundraising appeal. The £2m project was designed by the internationally acclaimed architect, Rick Mather. The entrance of the theatre was relocated from King Street to Lyric Square and a box office, street-level café, rehearsal room and education space were included within a new extension to the building.

In April 2015 the theatre entered a new and exciting phase of its history. After nearly a decade of planning, fundraising and building, we opened the doors to a new Lyric, again designed by Rick Mather Architects, which includes a major extension to the West. The new Reuben Foundation Wing has added two floors of facilities aimed at expanding the Lyric's work with young people, emerging and professional artists. It includes:

- A rehearsal space the size of the main house stage with a stage-management office
- A dance studio with a sprung floor and full height mirrors
- A film and TV studio and editing suite equipped with a 'green wall' and professional camera and editing equipment
- A 50 seat cinema
- A recording studio and a suite of small- and medium-sized music practice rooms
- A digital play space
- A sensory space for children with disabilities
- New and expanded set and wardrobe workshops
- New staff offices

Externally the building has been re-rendered and a nine metre high neon sculpture designed by the artist David Batchelor, which is based on plasterwork detail from the Victorian auditorium, has been installed on the East Elevation. Internally the existing building has also been refurbished including the redesign of the theatre's café and bar, and installation of new environmentally friendly heating and lighting systems as well as a green sedum roof.

The Lyric has a proven commitment to environmental sustainability and achieved a 4 star Creative Green certification from arts & environment agency Julie's Bicycle for 2016/17. The Lyric has been tracking and reducing carbon emissions for 8 years. We have recently been awarded a BREEAM rating of 'Excellent' for the recent capital development – the Government's kitemark for sustainability in new and refurbished buildings.

LYRIC GOVERNANCE, STAFFING AND FINANCES

The Lyric is a registered charity and a company limited by guarantee. As such, we are overseen by a non-executive Board of Directors which is chaired by Sir William Atkinson. The Board delegate day-to-day management of the theatre to its Executive Team: Sean Holmes (Artistic Director and Joint CEO) and Sian Alexander (Executive Director, Joint CEO and Company Secretary). We have a talented and dedicated team of around 45 permanent staff, and employ numerous freelance artists, practitioners and casual staff.

The Lyric aims to create a programme of work that is artistically adventurous and ambitious but also financially sensible and sustainable. We have an annual turnover of approximately £5-6m and our work is funded through four main sources: grant income from Arts Council England and the London Borough of Hammersmith & Fulham; box office income; fundraising income from trusts, businesses and individuals; and other earned income which includes commercial hires, catering and front of house sales.

JOB DESCRIPTION FOR SENIOR PRODUCER

RESPONSIBLE TO:	Artistic Director, Executive Director
RESPONSIBLE FOR:	Producer Assistant Producer
SALARY:	Commensurate with skills and experience
CONTRACT:	Permanent full-time
HOURS:	Core office hours are 10am-6pm, Monday to Friday. The post-holder will be expected to fulfil the hours required to do the job, including some evening and weekend work, but is not expected to work more than an average of 48 hours per week across the year in line with the Working Time Regulations
HOLIDAY:	28 days per annum inclusive of public holidays, with an additional day added for each year of service, up to a maximum of 33 days
PENSION:	Up to 3% matched pension contribution after qualifying period
OTHER BENEFITS INCLUDE:	Season ticket loans, Childcare Vouchers, Cycle to Work Scheme, Staff Ticket Scheme for complimentary and discounted theatre tickets, and staff catering discounts
NOTICE PERIOD:	4 months
PROBATIONARY PERIOD:	6 months

MAIN PURPOSE OF POSITION

The Senior Producer works closely with the Artistic Director and Executive Director to programme and produce the Lyric's artistic programme at the Lyric, nationally and internationally. The Senior Producer is a key member of the Lyric's Senior Management Team and contributes to the overall strategic development of the organisation as well as leading the Producing team.

PRINCIPAL DUTIES

Programming and Producing

- Play a leading role in artistic planning and scheduling the artistic programme within available resources working closely with the Artistic Director and Executive Director.
- Lead the Producing team and ensure that all the Lyric's artistic work is produced to the highest standards and that the Lyric's reputation for its supportive and positive relationships with artists and creative partners is maintained.
- Work with the Lyric's Artistic Director and Executive Director to initiate and secure commercial and subsidised co-producing arrangements and take responsibility for the effective management of these relationships.
- Uphold and further the Lyric's values and ethos of encouraging diversity and inclusion and nurturing young talent throughout our artistic programme.

- Ensure strong, clear and consistent communication and artist liaison across the whole organisation about the development of productions and projects
- Work closely with the Artistic Director on all Research and Development projects
- To act as an ambassador for the Lyric within the arts community and beyond developing relationships with a wide range of artists, actors, producers, theatres, festivals, the press and media, funding bodies and other stakeholders
- Be a responsible, proactive and engaged member of the senior management team contributing to the overall strategic development and management of the Lyric.

Budgeting and Planning

- Work with the Lyric's Executive Director and Director of Finance and Resources to set production budgets and agree income targets
- Ensure accurate management of all agreed production budgets, provide timely and accurate updates of budget projections, cashflows and other financial information as required and within agreed finance and accountancy procedures and formats.
- Work with the Lyric's Executive Director and Commercial Director to set and monitor income targets for productions
- Input to the overall business planning process.
- Contribute to the development of funding applications and approaches in support of the artistic programme

Creative Teams

- Work with the Artistic Director to select and appoint creative team members
- Work closely with relevant creative team members on casting.
- Work with the Head of Production and the Company Stage Manager on the selection and appointment of the Stage Management and Technical teams
- Support and develop a range of opportunities to develop young talent through the artistic programme including young ensemble, placements and residency opportunities, working with external partners and the Young People's team as appropriate.
- Act as a key point of liaison for the Artistic Associates.

Contracting

- Lead the contractual negotiations with agents and creative teams to include commissions, availabilities, royalty agreements and fees.
- In consultation with the Executive Director, lead contractual negotiations with co-producers and develop contracts with partners as appropriate.

Production

- Work closely with the Head of Production to understand and realise the ambitions of creative teams.
- Work closely with the Head of Production to ensure excellent financial control and budget management including attending production meetings

Marketing, Press and Sales

- Work with the Commercial Director and Executive Director to set and achieve box office targets for the Lyric's artistic programme
- Contribute to marketing and press campaigns as required including planning and artist liaison
- Liaise with the Commercial Director, marketing and press teams on all aspects of press and marketing to ensure campaign and income projections are achieved

Touring and Exploitation

- Develop and produce the Lyric's touring programme nationally and internationally including tour booking, negotiation of deals and overseeing all aspects of touring productions.
- Seek appropriate opportunities for the exploitation of the Lyric's artistic work beyond the Lyric

GENERAL DUTIES

- Attend internal and external meetings, conferences and events as required and contribute to all aspects of the Lyric's operation and development as a member of the Senior Management Team
- Represent the Executive Director and Artistic Director at external events as required
- Regularly attend Lyric Hammersmith shows and projects including press nights, young people's and development events
- Develop a wide network of contacts locally, regionally, nationally and internationally to achieve increased awareness of the Lyric and to maximise its artistic and business growth
- Keep abreast of developments in all aspects of contemporary theatre practice including attending external productions and events
- Help develop and implement the Lyric's Equality Policy, Diversity Action Plan, Health & Safety Policy and any other policies or plans the Lyric may introduce in the future
- Work at all times in accordance with the Lyric's Green Policy and Action Plan and proactively develop and encourage environmentally sustainable practice
- Undertake any other duties as appropriate to the post and as agreed with the Executive Director and Artistic Director
- Act as an ambassador for the Lyric at all times

This job description is a guide to the nature of the work required of the Senior Producer. It is not wholly comprehensive or restrictive and may be reviewed with the post-holder and Executive Director as required.

PERSON SPECIFICATION

- At least 5 years professional experience in the arts with proven experience of producing/general management in the subsidised or commercial sector
- Knowledge of UK Theatre/Equity/ MU agreements and experience in negotiation and writing contracts
- Considerable experience of budget management
- Impeccable administration skills
- Strong written and verbal communication skills.
- Excellent people management skills and experience of working with leading artists, directors, designers, actors
- A self-motivated, team player with an outgoing and enthusiastic personality
- Passion for and knowledge of theatre
- A commitment to diversity and inclusion
- A commitment to talent development
- A genuine interest and understanding of the overall work of the Lyric

Because of the nature of the post, involving working with children and young people, the successful applicant will be subject to a Disclosure and Barring Service (DBS) check before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions spent or unspent. Only relevant convictions and other information will be taken into account.

HOW TO APPLY

To apply for the post, please:

- Complete an **application form** in type or black ink.
- Write a **covering letter** (no longer than two sides of A4) explaining why you are interested in this role and how your experience and skills match the person specification.
- Return the **application form, covering letter** and **equal opportunities monitoring form** by email to jobs@lyric.co.uk or by post to Amir Sheikh, HR Manager, Lyric Hammersmith, King Street, London W6 0QL.
- **Do not submit CVs, as these are not accepted.**

The deadline for receipt of completed applications is **Monday 29 January 2018 at 12 noon.**

We look forward to receiving your application and thank you for your interest in the Lyric Hammersmith.

ASSESSMENT PROCESS

It is intended that initial interviews will take place on **Friday 02 February 2018.**

GUIDANCE

Please read the person specification and job description carefully before starting your application and ensure that you meet all the essential criteria. Only relevant information will be considered when shortlisting applicants for interview. Your application will be kept on file for a maximum of 12 months and then destroyed.

EQUAL OPPORTUNITIES

The Lyric values and promotes diversity and is committed to equality and opportunity for all. All employees are required to comply with and actively promote our Equality policy, and no job applicant or employee will receive less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnerships, pregnancy and maternity, race, religious belief, gender, sexual orientation, class or socio-economic background, trade union activity or political activity or opinion.

We may use positive action, in cases where candidates are equally qualified, to increase the employment of under-represented groups at the Lyric.

ACCESS

If you would like to submit your application form and covering letter in another format we would be happy to accommodate this. Please contact the Administration department on 020 8741 6822 option 2 or jobs@lyric.co.uk to discuss a suitable alternative.

The Lyric Hammersmith has made a commitment that all applicants with disabilities who meet the essential criteria for this job will be invited to interview. Please complete the Application Statement to help us with this. Please also state on the form if you have any access requirements for interview, or contact the Administration team to discuss.

APPOINTMENTS

In line with the Lyric's Safeguarding Policy, any appointment will be made subject to a satisfactory enhanced Disclosure and Barring Service (DBS) disclosure. Disclosure information will be treated in the strictest confidence and shall only be seen by those who need to see it as part of the recruitment process. Only relevant information will be taken into account. The Lyric will not discriminate unfairly against any convictions or other information revealed.

All appointments are made subject to satisfactory references and proof of eligibility to work in the UK.