

Lyric

PRODUCER (EDUCATON)



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 creates pathways into the arts for young talent from all backgrounds, helping to diversify our 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 or 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

The Lyric Hammersmith produces work that is provocative, entertaining, popular, eclectic, messy, contradictory and diverse.

We work with the best theatre artists around and champion the next generation, nurturing young talent from all backgrounds.

We strive to be at the heart of our community
whilst being internationally recognised

We 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 added within a new extension.

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 added two floors of facilities aimed at expanding the Lyric's work with young people, emerging and professional artists. It includes:

- A new 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 screen' 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 disabled children
- 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.

In the Summer of 2018 the Lyric completed a refurbishment of both its main house auditorium and studio theatre.

The Lyric has a proven commitment to environmental sustainability and has just become the first theatre venue in the UK to announce it has been awarded the maximum five stars under the Julie's Bicycle Creative Green Certification Scheme. The new building was awarded a BREEAM rating of 'Excellent' – 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 Lisa Burger. The Board delegate day-to-day management of the theatre to its Executive Team: Rachel O'Riordan (Artistic Director and Joint CEO) and Sian Alexander (Executive Director, Joint CEO and Company Secretary). We have a talented and dedicated team of around 50 permanent staff, and employ numerous freelance artists, practitioners and casual staff, as well as operating a substantial apprenticeship scheme.

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.

DESCRIPTION FOR THE POST OF PRODUCER (EDUCATION)

RESPONSIBLE TO:	Director of Young People
RESPONSIBLE FOR:	Freelance Practitioners
CONTRACT:	Permanent and full time
SALARY:	£30,000 - £33,000 (dependent on experience)
HOURS:	<p>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.</p> <p>We welcome conversations around flexible working and job shares.</p>
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.
NOTICE PERIOD:	Three months
PROBATIONARY PERIOD:	Six months
PENSION:	3% pension contribution after qualifying period
OTHER BENEFITS INCLUDE:	Season ticket loans, Cycle to Work Scheme, Staff Ticket Scheme including complimentary and discounted theatre tickets, and staff catering discounts

DEPARTMENT INFORMATION

The Young People's team consists of:

- Director of Young People
- Producer (Emerging Talent)
- Producer (Education) – this role
- Producer (Targeted Work)
- Youth Worker (Support and Development)
- Young Lyric Co-ordinator

MAIN PURPOSE OF POSITION

The Producer (Education) will be responsible for the strategic direction, development and delivery of the Lyric's programmes and partnerships with the formal education sector ensuring the highest quality and impact.

This includes developing strategic relationships with all schools in Hammersmith and Fulham and leading the Lyric's work in establishing a Local Cultural Education Partnership working with the Hammersmith & Fulham Learning Trust to enhance the cultural lives of all students locally.

The post holder will lead on the delivery of partnerships with higher and further education and develop new relationships and ways of working within formal education.

The post holder will have a strategic overview of Arts Award across all Young Lyric projects working closely with our Producer (Open Access) and Producer (Emerging Talent).

The post-holder will also work to extend the Lyric's current schools' offer throughout West London, building on established relationships and developing new ones in order to create innovative partnership projects with schools and colleges in neighboring boroughs.

This role is a key member of the Lyric's Young People's Team and will be the Lyric's primary ambassador for its programme of work with the formal education sector.

KEY RESPONSIBILITIES

Schools' Programme

- To work closely with the Lyric's Director of Young People to produce an innovative programme of bespoke activity for schools and colleges, designed in partnership and developed in response to individual schools' needs and in line with the Lyric's artistic vision, which will broaden the cultural education of their students
- To develop relationships with primary, secondary and SEND schools across all West London boroughs, working with artistic leads and heads of creative departments to create programmes that will engage pupils in the wider Lyric offer
- To lead a strategic SEND offer and partnerships including the West London Inclusive Arts Festival
- To produce programmes of work which supports the delivery or co-delivery of formal qualifications (including GCSE, A-level, BTEC); delivery of extra-curricular enrichment activities; use of the Lyric's facilities for schools and colleges to deliver work themselves; and/or productions or sharings at the Lyric
- To design, develop and implement the wrap around projects and activities around main house shows from primary to Higher Education
- To produce and deliver the NT Connections Festival at the Lyric
- To offer all schools access to the Lyric's Targeted Projects and to help progress students onto education, training and entry-level employment opportunities at the Lyric

Additional development and delivery for Hammersmith and Fulham schools

- To play a key strategic role in the development of the Local Cultural Education Partnership
- To develop an Arts Charter for Hammersmith & Fulham Schools
- To produce projects as part of the LCEP working closely with the Young Lyric partner organisations and the Hammersmith and Fulham Learning Partnership to implement a strategic programme across schools locally
- To produce regular training and networking events, including on Arts Award and Artsmark, and to host networking meetings for headteachers, teachers and staff with an interest in working with artists and arts organisations
- To engage Young Lyric Partners in the development and delivery of the schools' programme

- To coordinate Lyric Alumni visits to all secondary schools in Hammersmith and Fulham at least two terms per year, to promote our programme of classes and workshops to secondary school students
- To ensure that all LBHF primary schools are offered free tickets for Year 6 and 7 pupils to attend the Lyric's pantomime, as part of our commitment to ensuring every child gets the opportunity to experience live theatre during their school years
- To deliver a Year 10 works experience week for LBHF schools and coordinate all work placements up to HE. To work with the Inspiring Futures initiative to support on educational talks and participation from Lyric staff

Arts Award and Artsmark

- To encourage engagement with Artsmark locally to meet agreed targets and to support schools' use of Artsmark and provide a key support role to help schools new to Artsmark enhance their cultural offer
- To strategically oversee the delivery of Arts Award across all Young Lyric projects working closely with the wider Young Lyric Team

Higher/Further Education

- To work with the Director of Young People to develop strategic partnerships within higher and further education
- To lead the delivery and development of the London South Bank University/Lyric MA programme
- To be the lead contact between Lyric and Arts Educational Schools on the delivery of their Foundation Courses based at the Lyric

Finance/fundraising

- To take responsibility for managing the Education programme budget, ensuring accurate cost control and effective regular reports are provided to the Director of Young People
- To contribute towards the Lyric's fundraising strategy by developing strong financial partnerships with schools and other educational institutions, and by pursuing other relevant opportunities for income generation within the Lyric's work with children and young people

Quality assurance, evaluation and data

- To work closely with the LSBU PhD student to support the development and implementation of a sustainable approach to evaluation for the Lyric's education programmes and LCEP
- To ensure the quality and compliance of all projects, including checking that thorough risk assessments are in place and ensuring the preparation of detailed workshop plans
- To lead the evaluation of all education projects, ensuring that accurate statistical information is recorded, qualitative assessments are implemented and that activities are fully documented for the purposes of reporting to funders and other stakeholders
- To design and evaluate projects in line with the Quality Principles

General

- To work closely with all departments at the Lyric, to ensure a holistic approach to how the Lyric engages young people and that the Young People's Team's work achieves the highest profile both internally and externally

- To represent the Lyric in the LTC Creative Learning Group taking a leading role in the collaboration and implementing group initiatives
- To liaise with all other Lyric departments to ensure the smooth running of projects.
- To represent the Lyric as required
- To regularly attend Lyric shows and projects including press nights, development events and showcases of our work with young people
- To take an active role in your continuing professional development, identifying relevant training and professional development opportunities
- To work at all times in accordance with the Lyric's Green Policy and Action Plan and to proactively develop and encourage environmentally sustainable practice
- To adhere to the Lyric's Equality Policy, Diversity Action Plan and any other policies or plans the Lyric may introduce in the future
- Ensure that data capture, storage and processing related to young people's activity complies with the Lyric's policies and GDPR regulations
- To take an active role in your continuing professional development, identifying relevant training and professional development opportunities
- To act at all times in the best interests of the Lyric
- To undertake any other duties as agreed with the Director of Young People, as is appropriate to the post

This job description is a guide to the nature of the work required of the Producer (Education). It is not wholly comprehensive or restrictive and may be reviewed as required.

PERSON SPECIFICATION

Knowledge and Experience

- Experience of working with schools or within the education sector to produce or manage creative projects
- Experience of working within the national curriculum and an understanding of evolving education policy and practice
- Experience of supporting the delivery of formal qualifications
- Experience of working with young people from a wide range of socio-economic backgrounds
- Experience of evaluating the quality and impact of education programmes
- Up-to-date child protection/safeguarding training and knowledge of referral process

Skills and Attributes

- Proven ability to develop strong partnerships with a wide range of stakeholders
- Commitment to broadening access to theatre to the widest possible audience
- Positivity, flexibility and enthusiasm with a desire to engage and inspire young people
- Excellent team working skills with ability to act on own initiative
- Excellent project management and people management skills
- Good written and spoken communication skills
- Budget setting and management for projects
- Computer skills, including Microsoft Office, specifically Word and Excel
- Ability to work under pressure, to prioritise tasks and to meet demanding deadlines
- Willingness to work outside normal working hours when required

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 Chrissy Angus, Head of Administration, 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 06 May 2019 at 10am.** We look forward to receiving your application and thank you for your interest in the Lyric Hammersmith.

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.

INTERVIEW PROCESS

It is intended that initial interviews will take place on **Wednesday 08 May 2019.**

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.

The Lyric Hammersmith is proud to be a Disability Confident Committed Employer and an official Partner of Parents in Performing Arts (PiPA).



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.