

# Lyric

YOUNG LYRIC CO-ORDINATOR



## 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.

## JOB DESCRIPTION FOR THE POST OF YOUNG LYRIC CO-ORDINATOR

<b>RESPONSIBLE TO:</b>	Producer (Emerging Talent)
<b>CONTRACT:</b>	Part-time (24 hours a week) for a fixed term period of 12 months
<b>SALARY:</b>	£24,000 – £26,000 pro rata dependent on experience
<b>HOURS:</b>	The post is 24 hours a week (0.6 FTE).  During term time core hours will be 1pm – 7pm Tuesday – Friday to support the delivery of Young Lyric classes.
<b>HOLIDAY:</b>	28 days per annum (pro rata) inclusive of public holidays, with an additional day added for each year of service, up to a maximum of 33 days. It is expected that holidays will be taken outside of Young Lyric term times.
<b>PENSION:</b>	The Lyric will make a 3% employer contribution through auto enrolment, after a qualifying period of 12 weeks.
<b>NOTICE PERIOD:</b>	One month
<b>PROBATIONARY PERIOD:</b>	One month

## DEPARTMENT INFORMATION

The Young People's team consists of:

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

## MAIN PURPOSE OF THE POSITION

The Young Lyric Co-ordinator will provide support across the Young Lyric team with a particular focus on co-ordination of our Young Lyric classes and communications across the Young Lyric Team and our Young People's partner organisations.

The Young Lyric Co-ordinator will support the work of the Young Lyric Partnership, ten organisations working in partnership to nurture young creativity at the Lyric Hammersmith. The Young Lyric Co-ordinator will work closely with partners to co-ordinate and support the day to day delivery of the Young Lyric classes programme ensuring smooth running of the programme and acting as a key point of contact for all involved. They will support scheduling and booking of all activities and work with the Lyric's Communication and Sales team to promote activities and co-ordinate recruitment and outreach.

## KEY RESPONSIBILITIES

### Programme Co-ordination & Delivery

- Co-ordinate the day to day running of our Young Lyric programme of term time and holiday classes, working with our Evening Hosts, Partner Organisations and Alumni to ensure the smooth running of the activity
- Have good knowledge of and adhere to, the Lyric Hammersmith's safeguarding policy and procedure, acting as the first point of contact for any initial safeguarding concerns for all young people in Young Lyric activity and escalating any issues as required.
- Support the Producer (Emerging Talent) in the appointment, contracting and management of a diverse body of professional freelance practitioners and artists to deliver our Acting Up and any other Lyric led classes.
- Work closely with the Producer (Emerging Talent) to define and ensure effective implementation of the overall theme of each term of Acting Up classes.
- Ensure the Lyric classes are effectively supported by our Alumni and ensure that they receive evaluation and feedback at the end of each term.
- Manage delivery of end of term sharings and performances for our classes and holiday programmes of work.
- Work closely with all departments at the Lyric to identify pathways and progression routes for young people.
- Ensure that the day to day delivery of the Lyric's classes are inclusive and welcoming to all.

### Communications & Outreach

- Produce a monthly newsletter and regular correspondence with all Young Lyric members and parents.
- Create content and support the use of social media platforms to promote our classes and Young Lyric membership to a broad spectrum of young people.
- Ensure that data capture, storage and processing related to young people's activity complies with the Lyric's policies and GDPR regulations.
- Liaise closely with the Communication and Sales team and partner organisations to ensure effective promotion of Young Lyric activities.
- Ensure that all classes are on sale at least 5 weeks before the start of the term.
- Support outreach and recruitment for all classes including co-ordinating school visits by Lyric alumni.
- Allocate bursary places across all Young Lyric classes in consultation with Partner Organisations, Producer (Emerging Talent), Producer (Targeted Work) making sure that the bursary scheme enables participation in Young Lyric classes for the widest range of young people.

### Administration

- Book spaces for all regular Young Lyric and Partner Activities and ensure appropriate room set ups.
- Book spaces for all Young People's team activity.
- Support the Young People's team with its year round programme activity.
- Provide support for the Director of Young People by arranging meetings and correspondence with all partner organisations.
- Arrange away days and other internal Young People's team meetings.
- Complete credit card returns and other expenditure claims for approval by the Director of Young People.

## Finance & Reporting

- Ensure correct coding of costs to the classes budgets for approval by the Director of Young People and provide regular updates on expenditure to the Producer (Emerging Talent).
- Work with the Administration team to ensure that practitioners are contracted in a timely manner in advance of classes, and ensuring that invoices match agreed costs.
- Schedule Alumni to support classes and ensure that hours worked are correctly recorded on weekly timesheets.
- Working with the Young People's team to meet agreed targets in relation to income generation, participation levels, participant backgrounds and expected programme outputs and outcomes.
- Monitor and analyse data around KPIs for Young Lyric members and classes attendance, sharing key findings with the Director of Young People.

## General Duties

- Regularly attend projects and performances internally and externally to ensure that the Lyric's work with young people is of the highest quality.
- Regularly attend Lyric Hammersmith shows and events, including press nights.
- Represent the Lyric at a range of external meetings.
- Keep up-to-date with developments in the theatre sector nationally and internationally, developing links with peers in other arts and education organisations.
- Take responsibility for ensuring the safety and wellbeing of all young people, adhering to company procedures as set out in the Lyric's Safeguarding and Health and Safety policies.
- Work at all times in accordance with the Lyric's Green Policy and Action Plan and to proactively develop and encourage environmentally sustainable practice.
- Adhere to the Lyric's Equality Policy and Action Plan and any other policies or plans the Lyric may introduce in the future.
- Ensure that the work of the Young People's team achieves the highest profile internally and externally.
- Take an active role in your continuing professional development, identifying relevant training and professional development opportunities.
- Undertake other duties as agreed with the Director of Young People, as required.

This job description is a guide to the nature of the work required of the Young Lyric Co-ordinator. It is not wholly comprehensive or restrictive and may be reviewed as required.

## PERSON SPECIFICATION

### Essential

- Experience of working on projects with a diverse group of young people.
- Experience working in administration
- Experience of supporting young people in a pastoral role.
- Knowledge and understanding of Safeguarding
- Experience of working with young people from a wide range of socio-economic backgrounds as well as vulnerable or disadvantaged children and young people.
- Ability to work effectively as part of a busy team
- Ability to work under pressure, to prioritise tasks and to meet demanding deadlines
- Good IT skills
- Good communication skills

- Strong team player and a genuine interest in collaboration
- Discreet and tactful, especially when handling sensitive or confidential information and data
- Positivity, flexibility and enthusiasm with a desire to engage and inspire young people.

### Desirable

- Experience of working in a venue or producing youth productions.
- Proven ability to develop strong partnerships with a wide range of stakeholders.
- Safeguarding Level 1
- Awareness of GDPR

## 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](mailto: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: **Wednesday 08 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 **Friday 10 May 2019** with a second round interview on **Wednesday 15 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. We also welcome applications from those with caring responsibilities and will consider requests for flexible working and job shares.

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](mailto: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.