

# Lyric

DEVELOPMENT TRAINEE



## INTRODUCTION

The Lyric Hammersmith Theatre 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 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 Theatre 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 Theatre 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.

In February 2019 Rachel O'Riordan started as the Lyric's new Artistic Director, her first season starting in September 2019.

## LYRIC GOVERNANCE, STAFFING AND FINANCES

The Lyric is a registered charity and a company limited by guarantee. We are overseen by a non-executive Board of Directors 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.

## INFORMATION FOR THE POST OF DEVELOPMENT TRAINEE

The Lyric's Development team are looking for a confident Development Trainee to join their Development team. This team is responsible for fundraising £800,000 every year from individuals, companies, trusts and foundations to support the Lyric's charitable activities including producing ground-breaking work onstage, innovative creative education programmes with children, and creating pathways into the industry for young people and emerging artists.

Over the course of this one-year placement, the Development Trainee will learn how to support the Development team across a wide range of events, membership, donations and research projects. The successful candidate will take responsibility for helping engage funders with the Lyric's story and role in the west London community, and to help deliver the fundraising target for the organisation.

They will receive in-depth training on how to assist with the implementation of fundraising campaigns for corporate and individual donors including a major fundraising Gala event taking place in November 2019. The trainee will also attend Lyric Press Nights and special events and see a wide range of the Lyric's work including productions, festivals and projects.

This is a fantastic opportunity to see how a busy producing theatre works behind the scenes, gaining an understanding of all aspects of fundraising – which is of integral and growing importance in arts organisations.

## WHAT YOU WILL LEARN

- Understanding of development and fundraising frameworks and best practice, especially within the arts sector
- Understanding of fundraising memberships including Friends, Patrons and Corporate schemes
- How to use a ticketing and fundraising system (Spektrix)
- Communication skills especially face-to-face relationship building with senior volunteers and donors to the theatre
- Copywriting and research skills
- Events Management skills
- Administration skills including minute-taking, writing presentations, and general office duties
- Understanding of the theatre industry

## KNOWLEDGE, SKILLS, EXPERIENCE

- Excellent organisational skills
- Good time management skills and the ability to work at speed and under pressure
- High attention to detail with accuracy and ability to proofread
- Excellent communication and social skills, with the ability to deal with a wide range of people at all levels

## HOW TO APPLY

To apply for the post, please:

- Send a copy of your **CV**.
- 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 your **CV, 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 **Monday 24 June 2019 at 10am**.

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



## 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 [lyricjobs@lyric.co.uk](mailto:lyricjobs@lyric.co.uk) to discuss a suitable alternative.

The Lyric 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.