

# Lyric

PRODUCER



## INTRODUCTION

The Lyric Hammersmith Theatre is one of the UK's leading producing theatres - creating world class theatre from the heart of Hammersmith, the theatre's home for 125 years.

Under the leadership of Artistic Director Rachel O'Riordan, the Lyric's programme of reimagined classics, contemporary plays and bold new works celebrates its unique Matcham theatre.

At the heart of the Lyric is a commitment to young people's creativity. The theatre has a national reputation for its groundbreaking work to forge pathways into the arts for young talent from all backgrounds, helping to diversify our industry.

The theatre is West London's largest creative hub and home to an innovative partnership of arts organisations who work together to deliver life-changing creative opportunities for thousands of young West Londoners.

## 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. Originally established as a music hall on a nearby site, the Lyric was re-designed by the world-renowned Victorian theatre architect, Frank Matcham in 1895, becoming the Lyric Theatre and Opera House. In 1972 the theatre was scheduled for demolition. 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 if Matcham's exquisite plasterwork was preserved. The new Lyric Hammersmith was officially opened on its current site in 1979 by the Queen. The Matcham plasterwork auditorium had been painstakingly reconstructed and a black-box 110 seat studio was added to the building at the same time.

In April 2015 the Lyric 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, with a major extension to the West. The Reuben Foundation Wing added two floors of facilities aimed at expanding the Lyric's work with young people, emerging and professional artists. Our new facilities include new rehearsal and meeting spaces, a dance studio, recording studio, edit suite, music rooms, a 50 seat cinema and a sensory space for disabled children.

The Lyric has a long-standing proven commitment to environmental sustainability, winning The Stage Sustainability Award in 2019 and becoming the first theatre venue in the UK to announce that that is had been awarded the maximum five stars under the Julie's Bicycle Creative Green Certification Scheme. Our building has a BREEAM rating of 'Excellent' – the Government's kitemark for sustainability in new and refurbished buildings.

Each year the Lyric welcomes around 200,000 visitors to performances, events and other activities in our Hammersmith home. This includes more than 30,000 young people who attend our year round programme of affordable classes and courses in theatre, music, dance and digital arts. Our bars, café, restaurant and roof garden offer a range of food and drink options to our audiences, building users and local people. We are home to number of like-minded arts and creative industries organisations who rent office space in our building. We also have a substantial events and hires business providing space for meetings and events to local businesses, residents and community groups.

In February 2019 Rachel O'Riordan took up post as the Lyric's new Artistic Director and her first season opened in September 2019 to great acclaim with Tanika Gupta's adaptation of *A Doll's House*.

## 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 CEO). We have a talented and dedicated team of around 40 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 £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 PRODUCER

<b>RESPONSIBLE TO:</b>	Senior Producer
<b>SALARY:</b>	£30,000 - £32,500 depending on experience
<b>CONTRACT:</b>	Permanent and full-time
<b>HOURS:</b>	<p>The Lyric’s normal office hours are 10am-6pm. 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>
<b>HOLIDAY:</b>	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
<b>PENSION:</b>	Up to 3% matched pension contribution after qualifying period
<b>OTHER BENEFITS INCLUDE:</b>	Season ticket loan, Cycle to Work Scheme, Staff Ticket Scheme for complimentary and discounted theatre tickets, and staff catering discounts
<b>NOTICE PERIOD:</b>	3 months
<b>PROBATIONARY PERIOD:</b>	6 months

## MAIN PURPOSE OF POSITION

The Producer is a key member of the Lyric’s Producing Team who works alongside the Senior Producer on the delivery of the Lyric’s artistic programme. Line producing main house, studio and touring productions, as well as programming weekend and holiday children’s studio shows (Little Lyric) and bespoke events including Lyric Fest in the Square and other one-off events. The Producer will also work closely with the Director of Young Lyric on the producing and project management of Next Generation productions.

In 2021, the Producer will line produce (amongst other shows) the Lyric's new large-scale community production – *Heart of Hammersmith* – co-directed by the Lyric's Artistic Director.

## PRINCIPAL DUTIES

To work alongside and support the Senior Producer in planning and producing all aspects of the artistic programme in the main house, studio and on tour in the UK and internationally, including but not limited to:

### Productions:

- Taking line producer responsibility for productions and projects at the Lyric and on tour.
- Negotiating, drafting and executing contracts with creative team members, stage management and performing companies within industry requirements and in line with good practice at all times.
- Negotiating, drafting and executing contracts with visiting companies and receiving venues when appropriate.
- Producing specific Next Generation productions, alongside the Director of Young Lyric, for emerging artists (aged 18-25), including but not limited to, Evolution Festival and the Lyric Ensemble production – whilst identifying progression routes for the artists and companies involved.
- Working with the Senior Producer, Director of Young Lyric and Artistic Director to find innovative and creative ways of connecting programmes of work for emerging artists/young people with the Lyric's professional work on stage.
- Deputising for the Senior Producer as required.
- Providing regular communication with creative team members and performing company members throughout the duration of productions - together with the Company Manager.
- Working closely with the Production Department personnel, to ensure effective communication exists about productions at all times and that productions are achieved within available resources and to the highest standard possible.
- Supporting productions and company members during performances, including touring with productions in the UK and overseas as required.
- Working with the Company Stage Manager to look after the welfare of acting companies and/or project participants - paying due regard for safeguarding of younger participants.
- Overseeing the programming and producing of Little Lyric weekend and holiday studio shows.
- Leading on the arrangements and management of Press Nights.
- Working as required on bespoke events including but not limited to:
  - Lyric Fest in the Square and Outdoor Theatre events.
  - Wraparound activity and Q&As for the main house and studio programme
- Working alongside the Senior Producer on Research and Development activity, including but not limited to:
  - Attending and contributing to regular Associates meetings.
  - Reading scripts.
  - Organising Research and Development weeks as required.
  - Attending reading and development events as required.
- Liaising with other Lyric departments to ensure the smooth running of productions, events and projects.
- Supporting the Senior Producer with all contractual issues, schedules and paperwork relating to any child licensing, supernumeraries and work permit applications for visiting or international projects.

- Liaising with the Development department to assist with effective fundraising and reporting for projects, including identifying relevant opportunities for income generation for productions and projects.
- Support with the reporting of projects, ensuring that accurate statistical information is recorded, qualitative assessments are implemented and that activities are fully documented for purposes of reporting to funders and other stakeholders.
- Regularly attending performance work and keeping abreast of companies and individuals working across the sector.

#### **Finance and Administration:**

- To be responsible for various budgets including but not limited to:
  - Main house shows and tours as agreed with the Senior Producer.
  - Next Generation productions and projects as agreed with the Director of Young Lyric.
  - Special events including outdoor events.
  - Little Lyric programme.
- Supporting with the preparation of budgets for projects as required, and monitoring income and expenditure and keeping budgets and forecasts updated as appropriate.
- Maintaining orderly files on Lyric shows and projects and ensuring these are accurately edited and archived at the end of projects.
- Working with the Finance department to organise and administrate royalty statements and settlements where relevant.
- Working with the Head of Administration and HR to maintain the contract log for productions and projects.
- Coding invoices accurately against production budgets.

#### **Planning and Scheduling:**

- Supporting the Senior Producer with the planning and updating of the master performance schedule.
- With the Senior Producer, ensuring that performance related scheduling is updated regularly and distributed to the organisation on a regular basis.

#### **Production:**

- Working closely with the Head of Production on the management of physical production budgets.

#### **Marketing, Press and Sales:**

- Attending marketing and press meetings as required and supporting campaign planning to achieve sales targets.

### **GENERAL DUTIES**

- To regularly attend Lyric Hammersmith Theatre shows and other events, including press nights and development events.
- Attending internal and external meetings as required.
- Developing a wide network of contacts locally, regionally, nationally and internationally through liaison with peers in other arts organisations to achieve increased awareness of the Lyric's work.
- To adhere to the Lyric's Equality Policy, Diversity Action Plan and any other policies or plans the Lyric may introduce in the future, and to play an active and positive role in our anti-racism work.
- 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 maximise income and minimise expenditure, without compromising quality or reputation.
- Representing the Lyric at events, conferences and meetings as the post requires.
- Undertaking any other duties as agreed with the Senior Producer as is appropriate to the post.
- Any other general administrative and practical tasks, as deemed appropriate by the Senior Producer to ensure the successful delivery of the programme.
- To take an active role in your continuing professional development, identifying relevant training and professional development opportunities.
- To act always in the best interests of the Lyric Hammersmith Theatre.

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

## PERSON SPECIFICATION

### Essential:

- A proven track record of managing and producing productions and projects across a variety of scales, to budget, preferably in the subsidised theatre sector.
- A team player with a can-do attitude, who has a genuine interest in collaboration, including a passion and enthusiasm for the Lyric's artistic programme and values.
- A strong understanding of the producing process.
- Knowledge and experience of writing contracts, and an understanding of union and UK Theatre agreements (Equity, MU etc).
- Persuasive negotiating skills and the ability to problem solve under pressure.
- Excellent budget management skills and experience.
- Interest in productions and creative projects that focus on talent development for emerging artists and young people.
- Strong administration and IT skills including Outlook, MS Word and Excel.
- Excellent written and communication skills.
- Self-motivated and able to use initiative.
- Excellent organisational skills with the ability to manage and prioritise tasks in a fast paced environment, whilst achieving and working to deadlines.
- Ability and willingness to work outside normal working hours when required.
- A commitment to championing the creative case for diversity on productions and across the organisation and the proven ability to work with people from a wide variety of backgrounds.

### Desirable:

- Knowledge and experience of UK and/or International touring.
- Experience of working with co-producers, stakeholders and partners.
- Experience of programming e.g. events or festivals.
- Experience of working within a building based producing company/venue.
- Experience of working with both professional and non-professional/participatory companies.
- Experience of child protection/safeguarding training and knowledge of referral processes.

## HOW TO APPLY

To apply for the post, please:

- Complete an **application form** in type or black ink. Use the Supporting Information section on the form to explain why you are interested in this role and how your experience and skills match the person specification.
- Return the **application form** and **equal opportunities monitoring form** by email to [jobs@lyric.co.uk](mailto:jobs@lyric.co.uk).
- Do not submit CVs, as these are not accepted.

The deadline for receipt of completed applications is **10am on Monday 25 January 2021**.

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

## GUIDANCE

Please read the person specification and job description carefully before starting your application and ensure that you meet the 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. We are working actively to be an anti-racist organisation. Everyone who works with us is required to comply with and actively promote our Equality policy, and no job applicant or member of our workforce 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 Theatre 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 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 Theatre 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 or standard 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.