

Lyric

TARGETED WORK ASSOCIATE DIRECTOR



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 ground breaking 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 it 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 Joint 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 - TARGETED WORK ASSOCIATE DIRECTOR

RESPONSIBLE TO:	Director of Young Lyric and Producer (Inclusion and Pathways)
WORKS CLOSELY WITH:	Youth Worker (Support and Development) START project delivery team (Therapeutic Wellbeing Practitioner and Targeted Work Assistant Director) Development Manager (Trusts and Foundations) PHD Researcher
FEE:	£13,000 (72 full delivery days at £175 per day and a £400 fee for four days of planning and evaluation across the contract)
CONTRACT:	Freelance (72 days across 11 months)
DATES / HOURS:	This role is required from 10AM – 5:30PM on the dates below for 72 delivery days (Monday – Thursday). Any changes to delivery dates are to be agreed with the Targeted Work Associate Director in advance. START spring 2021: w/c 22 Feb – w/c 29 March START summer 2021: w/c 14 June – w/c 19 July START autumn 2021: w/c 1 November – w/c 6 December.

BENEFITS INCLUDE:

Complimentary and discounted theatre tickets,
and staff catering discounts

DEPARTMENT INFORMATION

The Young Lyric department deliver programmes designed to nurture the creativity and talent of young West Londoners, age 0 – 25, from a wide range of backgrounds, and to create alternative pathways into the arts, enabling young people to take their first steps towards successful creative careers.

In 2019 more than 30,000 attendances at young people's classes and activities delivered by the Lyric and its partners, taking full advantage of the world-class theatre and creative facilities at the Lyric's home in Hammersmith.

The team works specifically to deliver three of the key aims set out in the Lyric's Business Plan:

- To nurture a new diverse generation of theatre artists, technicians and managers;
- To work in partnership to engage young people from West London – including those from socially excluded and disadvantaged backgrounds – in high quality, affordable activities in a wide range of art forms to help develop their creative, social, personal and economic potential;
- To work with a range of educational institutions – with a particular focus on Hammersmith & Fulham Schools – to deliver a top quality creative education.

The Young Lyric department currently comprises:

- Director of Young Lyric
- Producer (Inclusion and Pathways)
- Producer (Education)
- Youth Worker (Support & Development)
- Young Lyric Coordinator
- PHD Researcher (on attachment from LSBU)

MAIN PURPOSE OF POSITION

The Targeted Work Associate Director will lead the Lyric's flagship START project, which is a theatre led alternative education programme for West Londoners, aged between 16 and 21 years old, who are not in education, employment or training (NEET), or who are at immediate risk of becoming so. START responds to the Lyric's artistic programme to re-engage young people with the learning process and attempts to give them a stronger sense of purpose and aspiration. For many young people, START is the beginning of their creative journey within the Lyric and beyond.

The Targeted Work Associate Director will be responsible for the creative direction of START, ensuring the work artistically responds to the Lyric's artistic programme in consultation with the Producer (Inclusion and Pathways) and Director of Young Lyric. The Targeted Work Associate Director works directly with the Producer (Inclusion and Pathways) to ensure the work achieves its strategic aims in relation to the Lyric.

KEY RESPONSIBILITIES

Artistic Delivery

- Conceive, develop and drive the creative vision for START, in consultation with the Producer (Inclusion and Pathways) and Director of Young Lyric, ensuring it responds and connects to the Lyric's artistic programme.
- Creatively explore young people's responses to the Lyric Hammersmith's artistic programme through discussion and theatre techniques.
- Dramaturgically support young people's ideas into fruition through conversation and the theatre making process.
- Direct and lead three high quality theatre performances at the Lyric Hammersmith with NEET young people exploring a combination of text based and devising work. (Performances are to a closed invited audience of participant's friends, family, relevant project stakeholders and partners).
- Deliver sessions that are artistically engaging, inclusive and accessible to a range of abilities and needs. Differentiating the artistic nature and content of sessions to meet the complex needs of the young people participating.
- Deliver a creative programme of work that enables young people to achieve accreditation (e.g. Arts Award).

Planning and Evaluation

- Work with the Producer (Inclusion and Pathways) to ensure all materials required are available in good time, including photocopying, scripts, etc.
- To provide a scheme of work/or workshop plan 2 weeks prior to delivery, highlighting connections to artistic programming.
- Develop engaging activities and encourage reflective writing of events in Arts Award booklets
- Debrief after sessions with the Producer (Inclusion and Pathways), face to face where possible and by using the Lyric's monitoring and tracking framework (daily)
- Establish and encourage pathways for young people in consultation with the Producer (Inclusion and Pathways) and the wider Young Lyric team.
- Work closely with the PHD Researcher and Development Manager (Trusts and Foundations) to provide information required in relation to the artistic practice and its impact for young people.
- Set up and clear the rehearsal space prior to and after each session with the delivery team.

Pastoral

- Work closely with the delivery team to create a safe, open space where young people can thrive creatively, professionally and personally.
- To deploy creative strategies in conflict resolution, de-escalation and behaviour management when required.
- Inform the Producer (Inclusion and Pathways) of potential issues arising within sessions.
- Work within the Lyric's safeguarding policy at all times, reporting any disclosures that arise directly to the Lyric's Designated Safeguarding of Children Officer.
- To be responsible for the safety and welfare of all young people participating in the sessions.
- Work closely with the Youth Worker (Support and Development) to ensure 1-1 support is available for START young people holistically, inside and outside of delivery hours.

- To be a positive role model for young people.
- Artistically mentor and support the Assistant Director on START projects.
- Where possible, attend theatre trips with young people as part of the project
- Work closely with the Producer (Inclusion and Pathways) to ensure mentoring takes place for young people as part of the project

General

- Attend Lyric Press Nights or previews and shows connected to START
- Feed into the Young Lyric department artistically and strategically by attending weekly department meetings (within paid contracted hours for this post).
- Attend key training sessions, if required in relation to participatory arts, Arts Award, safeguarding and best practice.
- Meet and remain connected with relevant staff members across the Lyric (including the Artistic Director, Executive Director and Director of Development).
- Develop 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 Director of Young Lyric as is appropriate to the post.
- 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 this role. It is not wholly comprehensive or restrictive and may be reviewed with the post holder and Line Manager as required.

PERSON SPECIFICATION

Essential:

- Proven experience of delivering artistic excellence with targeted young people
- Experience of directing high quality professional or participatory productions
- The ability to lead a creative team with a participatory focus
- The ability to drive and explore synergy between targeted young people and theatre
- The ability to connect, inspire and engage young people who are likely to be participating in theatre for the first time
- A practical knowledge of safeguarding procedures
- Experience of delivering work that is inclusive and accessible to young people from all backgrounds of life
- An understanding and commitment to diversity across all areas

Desirable:

- Knowledge of West London
- Experience of Arts Award

- Experience of working with NEET young people
- Training in conflict management, de-escalation and behaviour management techniques (Lyric will provide this if required)
- Training in first aid (Lyric will provide this if required)

HOW TO APPLY

To apply for the post, please:

- Submit a **CV** & a short **cover letter** (no more than two pages) identifying your ability and experience to meet the person specification and deliver the key responsibilities.
- Submit the **equal opportunities monitoring form** by email to jobs@lyric.co.uk

The deadline for receipt of completed applications is **10am on Monday 18 January 2021**.

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

INTERVIEW PROCESS

It is intended that interviews will take place on **Monday 25 January 2021**.

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 or jobs@lyric.co.uk to discuss a suitable alternative.

The Lyric Hammersmith has made a commitment that all applicants who self-identify as disabled and who meet the essential criteria for this job will be invited to interview. Please complete the Application Form in full to help us with this.

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.