

# Lyric

## FACILITIES ASSISTANT



Rhys Taylor as Fairy Fredbare in *Cinderella*. By Jude Christian. Directed by Tinue Craig. Photo by Helen Maybanks.



Tripti Tripuranani as Mrs Lahiri. Anjana Vasan as Niru in *A Doll's House*. By Tanika Gupta. Directed by Rachel O'Riordan. Photo by Helen Maybanks.



Fode Simbo as Snow. Polly Frame as Kris Kelvin in *Solaris*. By David Greig. Directed by Matthew Luton. Photo by Mihaela Bodlovic.

**"The Lyric ...it's simply a theatre that thinks for itself." A.A. Milne**

We are the Lyric Hammersmith Theatre. We are the civic and creative heart of West London. We believe that everyone deserves to experience the life changing impact of theatre.

In our big, beautiful theatre, we tell stories that matter and work with exceptional talent to make ambitious, entertaining, inspiring shows for our audience in West London and beyond.

We remove barriers to engagement and ensure young people have the opportunity to discover the power of their creativity, shaping the future of British theatre.

We are inclusive, forward looking and unafraid of change – we are proud of our history and ambitious for our future.

A local theatre with a national impact: The Lyric - 125 years young

### **Work with integrity and respect**

We support each other with kindness, openness and integrity. Together we celebrate our achievements and work collaboratively through our challenges.

### **Every day we learn and grow**

We continue to ask questions, seek answers and share our learning with each other for the benefit of the Lyric.

### **Be ambitious and action-focused**

We believe in excellence; we have a can do attitude, go the extra mile and ensure our ideas become actions.

### **Serve our West London community**

We are here for the people of West London, every decision we make and action we take should benefit our community.

## 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.

**We are accepting applications on a rolling basis so please submit your application ASAP**

If you would like to submit your application form in another format or require this information pack in a different font or format, we would be happy to accommodate this. Please contact the Administration & HR Team on 020 8741 6822 option 2 or [jobs@lyric.co.uk](mailto:jobs@lyric.co.uk) to discuss a suitable alternative.

## JOB DESCRIPTION FOR THE POST OF: FACILITIES ASSISTANT

RESPONSIBLE TO:	Head of Building & Facilities
CONTRACT:	Full-time, permanent role.
SALARY:	£23,300 per annum
HOURS:	<p>Core hours of work are 8am-4pm. Though a flexible approach will be required as there will be some weekend/evening work. Emergency cover of shifts as needed.</p> <p>The Lyric has a <a href="#">House Agreement</a> that details our approach to annualised hours for all staff.</p>
HOLIDAY:	22 days per annum, with an additional day added for each year of service, up to a maximum of 27 days
PENSION:	Up to 3% matched pension contribution after qualifying period
NOTICE PERIOD:	2 months
PROBATIONARY PERIOD:	6 months
OTHER BENEFITS INCLUDE:	Season ticket loans, Cycle to Work Scheme, Employee Assistance Programme, Staff Ticket Scheme including complimentary and discounted theatre tickets, and staff catering discounts

## MAIN PURPOSE OF POSITION

The Facilities Assistant is part of the Finance and Resources department and supports the Head of Building and Facilities. The Facilities Assistant will assist in delivering a high-quality facilities management service enabling the day-to-day running of the Lyric building. Providing both proactive and reactive services across the building, ensuring compliance, conducting inspections, carrying out and supervising repair & maintenance works.

## THE WIDER TEAM

This role is part of the Finance and Resources team:

- Director of Finance and Resources
- HR Business Partner
- Head of Finance
- Head of Building & Facilities
- Administration Manager
- Finance Officer
- Facilities Assistant (This role)
- Security Supervisor
- Duty Security

## KEY RESPONSIBILITIES

- Undertake routine compliance checks as necessary ensuring that records are completed, including but not limited to fire systems; evacuation equipment and water hygiene
- To act as a contact for contractors attending site, ensuring that they will follow health and safety procedures/risk assessments and permits to work where required.
- To deputise for the Head of Building and Facilities as necessary
- Assist other departments as appropriate, particularly in the Commercial department.

### Maintenance

- To ensure high standards of general upkeep and routine maintenance of the site facilities
- Make a positive contribution to the presentation of the site.
- To carry out a preventative, planned maintenance program and undertake routine inspections of the premises, fixtures and fittings.
- To carry out repairs, maintenance, improvement works and inspections to ensure the general upkeep and maintenance of the premises.
- To carry out minor carpentry, painting and plumbing works around the building and flag any items that need further attention.

### Emergency and security procedures

- To cover security duties as required
- To ensure keys, access cards and access codes/fobs are signed out and recovered according to procedures, to maintain security of the building.
- Act as a key-holder and respond to emergency call outs as required.
- Opening and closing the building as necessary.
- Act as a Fire Warden.

- Assist with managing the building's emergency systems, including fire and intruder alarms, and take an active role in the event of any building evacuation.

### **General**

- Regularly attend Lyric shows and projects including press nights, events and showcases of our work with young people, representing the Lyric and acting as an ambassador as required
- Attending internal and external meetings as required
- To act at all times in the best interests of the Lyric
- Take an active role in your continuing professional development, identifying relevant training and professional development opportunities
- 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 ambition to be net-carbon zero by 2030 and to proactively develop and encourage environmentally sustainable practice
- 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
- Ensure that data capture, storage and processing related to finance and resources activity complies with the Lyric's policies and GDPR regulations
- To undertake any other duties as agreed with your Line Manager as is appropriate to the post

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 as required.

## **PERSON SPECIFICATION**

### **Essential**

- To be SIA Door Supervisor Licensed – Training will be provided if required.
- Application of health and safety in manual handling and moving furniture
- Basic DIY Skills, including carpentry, painting and decorating and minor plumbing repairs
- Good verbal communication skills and a personable manner
- Ability to work independently and use own initiative but also work collaboratively within a team
- Ability to remain calm under pressure and prioritise effectively
- A willingness to be hands on in the role and to step up whenever assistance is needed
- Enthusiastic with a desire to learn and develop

### **Desirable**

- Experience in general maintenance of a public building
- Trained in Manual handling
- Health and Safety qualification or experience
- Experience of working in a theatre or other arts venue
- Competency in Microsoft Office package
- To be SIA CCTV Licensed

## EQUALITY, DIVERSITY & SAFEGAURDING

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, gender reassignment, marriage and civil partnerships, pregnancy and maternity, race, religious belief, sexual orientation, class or socio- economic background, trade union activity or political activity or opinion. 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. 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).



The Lyric works closely with young people, therefore all employees and workers are expected to comply with our Safeguarding Policy as a result an enhanced or standard DBS check will be required.

## APPOINTMENTS

All appointments are made subject to satisfactory references, proof of eligibility to work in the UK and are subject to an enhanced or standard Disclosure and Barring Service (DBS) disclosure.

## LYRIC CONTACT DETAILS

If you have any questions about this role or your application, you can contact the Lyric's Administration & HR Team on 020 8741 6822 option 2 or [jobs@lyric.co.uk](mailto:jobs@lyric.co.uk). We look forward to receiving your application.



Photo by Helen Murray



Photo by David Tett



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