

Lyric

FUNDRAISING VOLUNTEERS



Cinderella. By Jude Christian.
Directed by Tinuke Craig.



A Doll's House. By Tanika Gupta. Directed by Rachel O'Riordan



Rehearsal of *Britannicus* by Jean Racine. Directed by Atri Banerjee

"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.

ABOUT THIS ROLE

Are you looking for an interesting, fun and rewarding volunteering role in Hammersmith & Fulham?

Fundraising volunteers should be:-

- Friendly, welcoming and good at communicating
- Well-presented
- Committed to volunteering for at least 2/4 shifts per month
- Reliable and punctual
- Be over 16 years old

You will be an ambassador for the Lyric at the fundraising desk during shows to help the audience learn how to support the Lyric by signing up Supporters, selling raffle tickets, selling costumes and collecting donations. IN return for your time you will see productions for free, get a free drink, enjoy the staff discounts, have a new experience to put on a CV and generally be part of the Lyric family.

HOW TO APPLY

To apply for the post, please:

- Complete an **application form** in type or black in and submit to **development@lyric.co.uk**
- Submit a **equal opportunities monitoring form**: <https://lyric.co.uk/equal-opportunities-form/>

The deadline for receipt of completed applications is **ongoing** It is intended that informal interviews and inductions will take place during November at the Lyric Hammersmith Theatre.

If you have any questions about this role or your application or what to chat about it in any way. You can find out more about our work on our website www.lyric.co.uk and if you are invited for an interview. You will be offered a complimentary tickets to a performance.

You can contact the development team on on **020 8741 6822 (Option 3)** or **development@lyric.co.uk**
We look forward to receiving your application.

GENERAL RESPONSIBILITIES

- 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
- Work at all times in accordance with the Lyric's Green Policy and to proactively develop and encourage environmentally sustainable practice
- Consider all staff, stakeholders with Dignity and Respect
- Act in the best interests of the Lyric Hammersmith Theatre at all time

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.

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.