

Lyric

PRODUCTION COORDINATOR



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** by email to jobs@lyric.co.uk and fill up online **equal opportunities monitoring form**: <https://lyric.co.uk/equal-opportunities-form/>
- Do not submit CVs, as these are not accepted

The deadline for receipt of completed applications is **10am on Monday 19th June**. It is intended that the first round of interviews will take place week starting **Monday 26th June** and second round interviews in week starting **Monday 3rd July 2024**.

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 to discuss a suitable alternative.

DESCRIPTION FOR THE POST OF PRODUCTION COORDINATOR

RESPONSIBLE TO:	Senior Producer
CONTRACT:	Full-time permanent role
SALARY:	£27,000 per annum
HOURS:	<p>The post-holder will be expected to do some evening and weekend work to fulfil the requirements of the role.</p> <p>The Lyric has a House Agreement that details our approach to annualised hours for all staff.</p> <p>Core office hours are 10am-6pm, Monday to Friday. We currently operate a working from home policy.</p> <p>We welcome conversations around flexible/hybrid working.</p>
HOLIDAY:	22 days per annum plus public holidays, with an additional day added for each year of service, up to a maximum of 27 days excluding bank holidays
NOTICE PERIOD:	Two months
PROBATIONARY PERIOD:	Six months
PENSION:	3% pension contribution after qualifying period
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 discount.

DEPARTMENT INFORMATION

The Producing team comprises of:

- Senior Producer
- Producer
- Production Coordinator (this role)

MAIN PURPOSE OF POSITION

The Lyric Hammersmith Theatre is looking to appoint a talented Production Coordinator to join a dynamic and hardworking team who are committed to delivering world class theatre for the people of West London and beyond.

The Production Coordinator is a new role within the Producing department, which will support all aspects of the producing process for the theatre's Main House, Studio and touring programme. This role will act as the administrative hub of the Producing department and will have the opportunity to work across a wide-range of activity - including leading on one-off events, research and development workshops, wrap around activity and Q&A's as well as supporting on Main House and Studio shows. The Production Coordinator will also take the lead on the delivery of the theatre's [For the Culture: Celebrations of Blackness Programme](#).

The successful candidate will be well-organised, able to communicate clearly, have a can-do approach to problem solving and successfully multi-task and prioritise in a fast paced environment. This role would suit someone who is calm under pressure, collaborative, and passionate about theatre and the performing arts.

In this role, there is the chance to interact with some of the country's most exciting writers, directors, creatives and performers, whilst working at the heart of one of London's most successful theatres, to create ambitious, entertaining, inspiring shows for our audience in West London and beyond. This role provides a unique opportunity to take the next step in developing an exciting career in the theatre industry – enabling the successful candidate to directly contribute to an inclusive, forward thinking, historically significant and ambitious organisation.

KEY RESPONSIBILITIES

Producing:

- Supporting the Senior Producer and Producer in planning and delivering all aspects of the artistic programme.
- Acting as a first point of contact for the Producing team and providing support to the Senior Producer and Producer in the programming and producing of Main House, Studio and touring shows - including for the Little Lyric children's theatre programme.
- Working with the Lyric's *For the Culture Creative Team*, led by the Associate Director, to plan and deliver the ***For the Culture: Celebrations of Blackness Programme*** of activity. More information regarding ***For the Culture: Celebrations of Blackness*** can be found [here](#).
- Working on, attending and taking the lead on bespoke events and artistic activity including but not limited to:
 - o Planning and programming of workshops, R&D's and other artistic activities.
 - o Curating wraparound activity - including bespoke post show Q&A's that respond to production themes and content.

- o In collaboration with the Artistic department, attending and reporting on showcases, rehearsed readings and new plays as required.
- Championing diversity, representation, inclusion, accessibility and sustainability across all areas of the producing process.
- Supporting with the programming of Little Lyric – including researching new shows for the programme, availability checking shows, completing set-up sheets and contracting of the visiting companies.
- Supporting the Producer and Senior Producer in liaising with artists' agents and under the guidance of the Producer and/or Senior Producer offering, negotiating and preparing contracts for actors, stage management, production staff and creative team members.
- Working with the Producer and Assistant to the Directors on the organisation and delivery of Press Nights, Free First Nights and last night celebrations – including arranging Press Night cards for creative team and company members.
- Attending and minuting fortnightly Producing team meetings and production meetings.
- Supporting casting for productions and R&D workshops where necessary - including booking spaces, availability checking of actors and liaising with agents.
- Conducting availability checks for creatives required for productions.
- Meeting artists and seeing work regularly with a view to widening the pool of artists that the Lyric works with.
- Supporting the Studio and Events Technical Manager with visiting companies coming to the Studio.
- Managing house seat and company seat requests.
- Arranging accommodation and travel requirements for visiting companies, touring teams and creative team members.
- Printing scripts as required.
- Booking, setting up and preparing rehearsal spaces as required.

Administration, finance and other

- Responding to and managing telephone and email enquiries promptly and courteously, and taking messages accurately.
- Leading on the key administration areas in the Producing department including:
 - o Creation of contact sheets and company photo-sheets, and preparing/distributing welcome packs.
 - o Booking rehearsal space, performance activity and meetings on Artifax (room booking system) and ensuring it is correct and up to date with space requirements at weekly Operations meetings.
 - o Coordinating and minuting internal Production Debrief meetings, and collating feedback from company freelance surveys – in order to inform future working.
 - o Creating, maintaining and monitoring database systems – including the production information chart.
 - o Maintaining orderly files on Lyric shows and projects and ensuring these are accurately edited and archived at the end of projects.
- Assisting with the preparation and monitoring of budgets for projects as required.
- Coding invoices and matching monthly credit card receipts and submitting them to the finance department.
- Ensuring that freelance staff invoices are coded and processed smoothly and on time.
- Drawing up deal memos and preparing other information required for contracting.

- Liaising with other Lyric departments to ensure the smooth preparation and running of projects.
- Maximising income and minimising expenditure, without compromising quality or reputation.

General

- To regularly attend Lyric Hammersmith Theatre shows and other events, including Press Nights and development events.
- Attend internal and external meetings as required.
- To act always in the best interests of the Lyric Hammersmith Theatre.
- To maximise income and minimise expenditure, without compromising quality or reputation.
- Representing the Lyric at events, conferences and meetings as the post requires.
- To take an active role in your and the team's 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.
- To act at all times in the best interests of the Lyric Hammersmith Theatre.
- 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:

- A genuine passion for ambitious, bold and entertaining theatre.
- Friendly and approachable demeanour, with the ability to work dynamically whilst advocating for the work of the theatre.
- An understanding of the theatre making process.
- Ability to work independently and manage your own workload.
- Ability to work calmly under pressure, and to prioritise tasks in a fast-paced environment.
- Strong project management and people management skills.
- Very good administrative and IT skills.
- Strong written and verbal communication skills.
- Commitment to broadening inclusivity and access to theatre to the widest possible audience.
- Willingness to work flexibly when required.
- Highly accurate and well organised with good time management skills.
- A flexible, responsive team player with a genuine interest in collaboration.
- Ability to be diplomatic, discreet and tactful - especially when handling sensitive or confidential information.

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, you can contact the Lyric's Administration & HR Team on 020 8741 6822 option 2 or jobs@lyric.co.uk.

We look forward to receiving your application.



Photo by Helen Murray



Photo by David Tett



Photo by Helen Murray