

Lyric

EDUCATION PRODUCER



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 Tuesday 19th December**

Interviews will take place on **w/c 1st January** and **w/c 8th January 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 EDUCATION PRODUCER

RESPONSIBLE TO:	Director of Young Lyric
RESPONSIBLE FOR:	Freelance Practitioners
CONTRACT:	Permanent Part-time (0.6 FTE, equivalent to 3 days per week) Monday & Tuesday with third day flexible
SALARY:	£32,000 pro rata
HOURS/DAYS:	<p>The majority of the post-holder's hours are expected to be worked between 9am and 7pm Monday to Friday. Due to the nature of the Lyric's work the post-holder may be required to do some evening and weekend work to fulfil the requirements of the role.</p> <p>The Lyric has a <u>House Agreement</u> that details our approach to annualised hours for all staff.</p>
HOUSE AGREEMENT TYPE:	Office Agreement
HOLIDAY:	30 days per annum, including Bank Holidays with an additional day added for each year of service up to a maximum of 35 days. Pro rata – for part-time hours
NOTICE PERIOD:	Three months
PROBATIONARY PERIOD:	Three months
PENSION:	3% pension contribution after qualifying period
OTHER BENEFITS INCLUDE:	Season ticket loans, Cycle to Work Scheme, Staff Ticket Scheme including complimentary and discounted theatre tickets, and staff catering discounts

DEPARTMENT INFORMATION

The Young Lyric team consists of:

- Director of Young Lyric
- Education Producer
- Inclusion Producer
- Springboard Producer
- Outreach and Partnerships Manager

MAIN PURPOSE OF POSITION

The Education Producer will be responsible for the strategic direction, development and delivery of the Lyric's programmes and partnerships with the formal education sector ensuring the highest quality and impact. This includes developing strategic relationships with schools in West London and leading the Lyrics relationship with the LBHF Education team to enhance the cultural lives of all students locally.

The post holder will strategically deliver artistic response projects that further expand the Lyric's artistic programme into local state primary and secondary schools connecting the work on our stage with the students in our community.

The post holder will lead on the delivery of existing partnerships with higher and further education whilst also developing new relationships and ways of working within formal education.

The post-holder will also work to extend the Lyric's current schools' offer throughout West London, building on established relationships and developing new ones in order to create innovative partnership projects with schools and colleges in neighboring boroughs.

This role is a key member of the Young Lyric department, The Education Producer contributes to the overall strategic development of the Young Lyric programme and plays an active leadership role across the team.

KEY RESPONSIBILITIES

Schools' Programme

- To work closely with the Director of Young Lyric to produce an innovative programme of activity for schools and colleges, developed in response to the Lyrics artistic programme
- To develop and foster relationships with primary, secondary and/or SEND schools across all 10 West London boroughs, working with curriculum leads for the Arts and Heads of Performing Arts/Drama departments to create programmes that will engage pupils in the wider Young Lyric offer
- To lead a strategic schools SEND offer and nurture existing relationships
- To produce a programme of work which supports the delivery or co-delivery of formal qualifications in schools, including GCSE, A-level, BTEC in relation to drama/theatre studies and the Lyrics artistic programme
- To conceive, design and deliver a digital education resource pack in response to a Lyric production annually.
- To conceive, design, develop and implement one yearly artistic response project and activities around main house shows for primary and secondary schools

- To produce and deliver the NT Connections Festival at the Lyric, building relationships with West London participating companies (including schools and youth theatre groups).
- To foster the existing partnership between the Young Lyric and the LBHF Education team, sharing and promoting the Young Lyric Education programme and wider offer.

Development and delivery for West London schools

- To explore collaborations, where appropriate with the Young Lyric partners in the delivery of the Young Lyric education programme
- To oversee work experience for West London schools and coordinate all work placements up to HE, creating pathways for young people where appropriate internally and externally
- To produce regular training and networking events, including teachers CPD and to host networking meetings for teachers and staff with an interest in working with artists and arts organisations across West London
- To disseminate the Lyrics free pantomime ticket offer to all LBHF primary schools for Year 5 and 6 pupils to attend, as part of our commitment to ensuring every child gets the opportunity to experience live theatre during their school years

Springboard

- To recruit and manage Springboard trainees as professional workshop assistants within the existing Education programme as and when appropriate
To support Springboard trainees creatively and pastorally during their engagement within the Education programme

Higher/Further Education

- To work with the Director of Young Lyric to develop strategic partnerships within higher and further education
- To oversee and develop income generating partnerships with the HE sector, that promotes the Lyrics artistic practice and methodology of working with young people
- To host and line manage all professional placements students that are designated to the Young Lyric department.

Finance/fundraising

- To take responsibility for managing the Education programme budget, ensuring accurate cost control and effective regular reports are provided to the Director of Young Lyric
- To contribute towards the Lyric's fundraising strategy by developing strong financial partnerships with schools and other educational institutions, and by pursuing other relevant opportunities for income generation within the Lyric's work with children and young people

Quality assurance, evaluation and data

- To implement a sustainable approach to evaluation for the Lyric's education programmes
- To ensure the quality and compliance of all projects, including checking that thorough risk assessments are in place and ensuring the preparation of detailed workshop plans

- To lead the evaluation of all education projects, ensuring that accurate statistical information is recorded, qualitative assessments are implemented and that activities are fully documented for the purposes of reporting to funders and other stakeholders
- To design and evaluate projects in line with the ACE Investment Principles

General

- To work closely with all departments at the Lyric, to ensure a holistic approach to how the Lyric engages young people and that the Young Lyric department achieves the highest profile both internally and externally
- To represent the Lyric in the LTC Creative Learning Group taking a leading role in the collaboration and implementing group initiatives
- 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 relevant to your role 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 ambition to be net-carbon zero by 2030 and to proactively develop and encourage environmentally sustainable practice
- Undertaking any other duties as agreed with your Line Manager as is appropriate to the post
- Any other general administrative and practical tasks, as deemed appropriate by your Line Manager 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
- To undertake any other duties as agreed with the Director of Young Lyric, as is appropriate to the post

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

PERSON SPECIFICATION

Essential skills and experience

- Experience of working with schools or within the education sector to conceive and produce creative projects in response to a theatre production
- Experience of working within the national curriculum and an understanding of evolving education policy, pedagogy and practice
- Experience of working with young people from a wide range of socio-economic backgrounds
- Experience of evaluating the quality and impact of education programmes
- Excellent project management and people management skills
- Experience of budget setting and management for projects
- Positivity, flexibility and enthusiasm with a desire to engage and inspire young people
- Proven ability to develop strong partnerships with a wide range of stakeholders

Desirable skills and experience

- Commitment to broadening access to theatre to the widest possible audience
- Computer skills, including Microsoft Office, specifically Word and Excel
- Experience of supporting the delivery of formal qualifications
- Knowledge of Hammersmith & Fulham and/or West London
- Up-to-date child protection/safeguarding training and knowledge of referral process

EQUALITY & DIVERSITY

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).



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.

We look forward to receiving your application.



Photo by Helen Murray



Photo by David Tett



Photo by Helen Murray