

# Lyric

## SOUND DEPUTY COVER – FIXED TERM CONTRACT



Rhys Taylor as Fairy Fredbare in *Cinderella*. By Jude Christian. Directed by Tinuke 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** to [jobs@lyric.co.uk](mailto:jobs@lyric.co.uk) and an 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 31<sup>st</sup> January 2024**. Interviews will take place on **w/c 5<sup>th</sup> February 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](mailto:jobs@lyric.co.uk) to discuss a suitable alternative.

## JOB DESCRIPTION FOR THE POST OF SOUND DEPUTY COVER

RESPONSIBLE TO:	Head of Sound
CONTRACT:	Full-time, fixed term role. This fixed term post will begin on 19 February 2024 run until 05 January 2025.
SALARY:	£34,283 per annum (pro rata)
HOURS/DAYS:	<p>The Lyric operates a system of annualised hours for production and operations staff and the post-holder's pattern of work will be determined by the needs of the job</p> <p>The Lyric has a <a href="#">House Agreement</a> that details our approach to annualised hours for all staff.</p>
HOUSE AGREEMENT TYPE:	Production Agreement
HOLIDAY:	30 days per annum (pro rata), including Bank Holidays with an additional day added for each year of service up to a maximum of 35 days(pro rata)
PENSION:	3% pension contribution after qualifying period
NOTICE PERIOD:	2 month
PROBATIONARY PERIOD:	3 month
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

To act as a member of the Lyric's Sound team within the Production department and to support the Head of Sound. To work with other technical departments and visiting Directors, Designers and Technicians to present both Lyric and other companies' work to the highest possible technical standard in a friendly and efficient manner. To undertake the day-to-day duties of the Head of Sound in their absence.

## KEY RESPONSIBILITIES

### Productions and Events

- Taking part in and assisting with the smooth running of all get-ins, fit-ups, production periods, performances and get-outs for all productions and events at the Lyric.
- Acting as the main console operator as required.
- Assisting the Head of Sound in carrying out agreed projects in the most efficient and cost-effective way and playing a full role in the work of the department.
- Taking responsibility for casual sound staff and to ensure their tasks are carried out safely and reliably during relevant period.
- Providing technical support in a helpful and efficient manner as well as liaising with other technical teams.
- Assisting with the maintenance of the buildings sound equipment on a regular basis.
- To act as a Duty Technician where necessary.

### Health & Safety

- To be fully aware and uphold the Lyric's Health & Safety policy.
- With the Head of Sound, ensure that all staff comply with Health & Safety requirements and carry out their work in a responsible manner employing good working practices at all times.

### Tours

- Working at other venues and on-tour, where appropriate and as agreed with the Head of Production and Head of Sound.

### General

- Undertaking the day to day duties of Head of Sound when necessary.
- To undertake any other work as agreed with the Head of Sound as appropriate for the position.
- To regularly attend Lyric shows and projects including press nights, development events and showcases of our work with young people.
- Attending internal and external meetings as required.
- To take an active role in your continuing professional development, identifying relevant training and professional development opportunities.
- 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 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.

This job description is a guide to the nature of the work required of the Sound Deputy. It is not wholly comprehensive or restrictive and may be reviewed with the post holder and line manager as required.

## PERSON SPECIFICATION

### Essential

- Relevant Professional Experience
- Excellent knowledge of Digico Consoles
- Experience of Live Sound Mixing for Live Music/Musicals in a Theatre Environment.
- Experience of working with Radio Mics.
- Ability to manage deadlines and work well under pressure
- Ability to demonstrate initiative and adaptability
- Excellent verbal communication skills
- Able to work well within a team
- Ability to demonstrate safe working practice when using or maintaining electrical equipment
- Good knowledge of current sound technology
- A proactive attitude to the company's policies, including Health & Safety, Green Policy and Diversity Action Plan.

### Desirable

- A general working knowledge of Producing Theatre.
- Knowledge of Digico T Software.
- Knowledge of and commitment to environmentally sustainable practice
- Knowledge of current health and safety guidelines.
- Some experience of working with AV
- First Aid qualification.

## 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](mailto:jobs@lyric.co.uk). We look forward to receiving your application.



Photo by Helen Murray



Photo by David Tett



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