



## SPRINGBOARD PRODUCER



*School Girls: Or the African Mean Girls Play*  
Photo by Manuel Harlan



*Accidental Death of An Anarchist*  
Photo by Helen Murray



*Iphigenia in Splott*  
Photo by Jennifer McCord

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.

### LYRIC VALUES

#### 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](mailto:jobs@lyric.co.uk) and complete 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 Tuesday 24<sup>th</sup> September**. First interviews will be held on **Thursday 3<sup>rd</sup> October** and second interviews will be held in **w/c 7<sup>th</sup> October**.

If you would like to submit your application 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. (Between 10:00am – 5:00pm, Monday– Friday)

## DESCRIPTION FOR THE POST OF SPRINGBOARD PRODUCER

Responsible to:	Director of Young Lyric
Contract:	Part Time (4 days a week – 0.8 equivalent) permanent role
Salary:	£32,000 per annum (pro rata)
Hours/Days:	<p>The Lyric works to a flexible start/end of day, with the majority of the post-holder's hours 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 <a href="#">House Agreement</a> that details our approach to working hours for all staff.</p>
House Agreement Type:	Office 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
Notice period:	Three months
Probationary period:	Six months

Pension:	3% pension contribution after qualifying period
Other benefits include:	Season ticket loan, Cycle to Work Scheme, Employee Assistance Programme, Work from Home Policy, Staff Ticket Scheme including complimentary and discounted theatre tickets, and staff catering discounts

## DEPARTMENT INFORMATION

The Young People's team consists of:

- Director of Young Lyric
- Education Producer
- Inclusion Producer
- Outreach & Partnerships Producer
- Springboard Producer- this role

## MAIN PURPOSE OF POSITION

The Springboard Producer will be responsible for cultivating, managing and overseeing all aspects Springboard, the Lyric's flagship training programme for theatres future artists. The post includes direct producing responsibilities for The Bill Cashmore Award, Young Lyric Associates, Born in the Borough and artistic response projects to our main house productions.

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

## PRINCIPAL DUTIES

### Programme Delivery

#### Springboard

- Oversee and manage the Lyric's Springboard actor training programme for young people by booking artists, scheduling workshops, leading recruitment and producing all elements of the flagship actor training programme.
- Produce two annual Springboard showcases, keeping an active relationship with industry networks and contacts including agents, casting directors and freelance artists.
- Produce show reel material for springboard trainees in collaboration with film production companies
- Be the first point of contact for all Springboard trainees, supporting them artistically, and pastorally in equal measure.

#### Bill Cashmore Award

- Produce the annual Bill Cashmore one act play award by overseeing the creative team and company and leading on all aspects of producing including; contracting, casting and future life

- Oversee the application and selection process of the Bill Cashmore one act play award from open submissions for playwrights across the UK

#### Young Lyric Associates

- Oversee the Lyric's Young Lyric Associate Scheme, The Lyrics youth advisory group of West Londoners, aged 18-25, who meet monthly to advise, influence, advocate and shape the life of the Lyric and its work with young people in West London
- Ensure Youth Voice remains central to the Lyric and its work with young people.

#### Born in the Borough

- Oversee the Lyrics Born in The Borough programme, nurturing the creativity of children born in Hammersmith and Fulham within the Lyrics 125<sup>th</sup> Birthday year, with a curated programme of low cost and/or free arts provision

#### Artistic response projects

- Conceive and produce artistic response projects for young people in West London in response to the Lyrics artistic programme.

#### **Producing**

- Negotiating, drafting and executing contracts with creative team members, stage management and performing companies within industry requirements and in line with good practice at all times.
- Working closely with Production Department personnel, to ensure effective communication exists about productions at all times and that productions are achieved within available resources and to the highest standard possible.
- Preparing budgets for productions and projects as required, and monitoring income and expenditure and keeping budgets and forecasts updated as appropriate

#### **Partnerships**

- Oversee and manage existing project partnerships with Wimbledon College of Arts, Just Add Milk and AKTA in relation to talent development programmes and networks for Springboard trainees.
- Cultivate and develop new initiatives and partners with arts organisations that excel and support the Springboard training programme.

#### **Pastoral care and safeguarding**

- Support Springboard trainees pastorally, establishing and enabling a safe space for them to develop innovative ideas, concepts and their artistic practice.
- Schedule and oversee regular 1-1 check ins with each Springboard trainee
- Ensure that all activity produced is managed and delivered to the highest standard, with due regard for safeguarding and ensuring the welfare of all children and young people.

#### **Strategic and management**

- Work closely with the Director of Young Lyric to plan the strategic development of the Springboard programme for young people, identifying progression routes and leading on aspects of the trainees development

- Contribute at a strategic level towards long term objectives in relation to the Lyric's work with children and young people
- Take responsibility for project related income and expenditure, ensuring accurate cost control and effective regular reports are provided to the Director of Young Lyric.
- Meet agreed targets in relation to participation levels and expected project outputs and outcomes.
- Pursue relevant opportunities for income generation within the Young Lyric department.
- Appoint and work with a diverse pool of professional freelance practitioners/ artists, taking line management responsibility and leading on contracting in line with the Lyric's recruitment policy.
- Lead the evaluation of projects, ensuring accurate statistical information is recorded and that activities are documented for the purposes of reporting to funders and relevant stakeholders.
- Ensure the quality and compliance of all projects, including the preparation of thorough risk assessments and detailed workshop plans.

## **GENERAL DUTIES**

- Regularly attend Lyric Hammersmith Theatre shows and projects including press nights, Young Lyric and development events.
- Attending internal and external meetings as required.
- Attending external young company's performances as a Lyric ambassador.
- To adhere to the Lyric's Equality, Diversity and Inclusion Policy, Anti-Racism Strategy, Health & Safety Policy and any other policies or plans the Lyric may introduce in the future.
- Work at all times in accordance with the Lyric's Environmental Sustainability and Action Plan and 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
- 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 this role. It is not wholly comprehensive or restrictive and may be reviewed as required.

## **PERSON SPECIFICATION**

### **Essential Criteria**

- Experience of producing high quality productions and creative projects for young people and emerging artists
- A strong knowledge of the producing process

- Experience of producing professional or participatory productions
- Experience of working in a producing venue or theatre company
- Knowledge and experience of writing contracts, and an understanding of union and UK Theatre Agreements (Equity, MU etc.)
- Persuasive negotiating skills and the ability to solve problems under pressure
- Excellent budget management skills and experience
- Experience of supporting young and emerging artists to produce their own work and develop their creative skills and careers
- Experience of working with young people from a wide range of cultural and socio-economic backgrounds
- Experience of budget setting and financial management
- Proven ability to develop strong partnerships with a wide range of stakeholders
- Excellent producing, project management and people management skills
- IT skills, including Microsoft Office
- Ability to work under pressure , to prioritise tasks and to meet demanding deadlines
- Excellent team working skills with ability to act on own initiative
- A thorough understanding and commitment to safeguarding, diversity, inclusion and access

#### Desirable Criteria

- A knowledge of and/or experience of working with agents and casting directors in an industry liaison role.
- Experience of producing show reels in addition to theatre
- A knowledge of West London
- Knowledge and relationships with West London arts and youth provision organisations
- Up to date child protection/ safeguarding training and knowledge of reporting structures
- Experience of software such as Spektrix and Artifax

## **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, Diversity and Inclusion 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 supports parents and carers working in theatre.

## **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**

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We look forward to receiving your application.