



## Young Lyric Trainee



*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

The Lyric Hammersmith Theatre is in West London. We want everyone to enjoy theatre.

This position is only available for SEND (Special educational needs and disabilities) young people aged 18 – 29 who live in either Barnet, Brent, Camden, Ealing, Hammersmith & Fulham, Harrow, Kensington & Chelsea and the City of London and Westminster.

If you require this information pack and application form in an [Easy Read](#) format or in [Large Print](#) we would be happy to accommodate this. Please contact Meghana Shah, Administration Manager on 020 8741 6822 (ext 424) or [jobs@lyric.co.uk](mailto:jobs@lyric.co.uk). (Between 10:00am – 5:00pm, Monday- Friday)

### MAIN PURPOSE OF POSITION

The role will work across all strands of the Young Lyric department. Education, Talent Development, Inclusion and Open Access.

The job is to help with projects, finding new people, and reaching out to others. You will work with Young Lyric Producers to help young people in West London be creative and aim high.

This position is kindly supported by John Lyon's Charity to help more disabled people work in the arts.

The Young Lyric Trainee is a job for a young SEND (Special educational needs and disabilities) person aged 18-29 who wants to work in theatre. If you get an interview, a charity called Pursuing Independent Paths will help you get ready for the interview. They will also help you do your job for the first 9 weeks. We will give them your contact info so they can help you get ready for the interview.

## HOW TO APPLY

To apply for the post, please:

- Complete an **application form** in type or black ink explaining why you want the job and how you fit the role.
- Return the **application form** to Meghana Shah by email to [jobs@lyric.co.uk](mailto:jobs@lyric.co.uk) or in person at the theatre. If you have a support worker or family member who usually helps you with applications feel free to copy them in and we will make sure to include them in any further communication.
- complete an **online equal opportunities monitoring form**: <https://lyric.co.uk/equal-opportunities-form/>
- Do not submit CVs, as these are not accepted.

You must send your application by **10AM on Monday 10<sup>th</sup> February 2025**. The **first interviews** will happen either **on Thursday 27<sup>th</sup> or Friday 28<sup>th</sup> February 2025**.

If you would like to submit your application in another format such as in audio or video format please email Meghana Shah, Administration Manager on [jobs@lyric.co.uk](mailto:jobs@lyric.co.uk)  
An **Easy Read** and **Large Print** application form is also available.

The Lyric will be hosting **two Drop In sessions** about the role, one in person and one online, on **Friday 24<sup>th</sup> January 2025**. If you would like more information or to attend [please click here](#)

## DESCRIPTION FOR THE POST OF YOUNG LYRIC TRAINEE

Responsible to:	Outreach and Partnerships Producer
Contract:	Part Time, Fixed Term (one year)
Salary:	£13.85 per hour (London Living Wage)
Hours/Days:	16 hours per week  Mondays 12PM – 5PM Tuesdays 10AM – 3PM Additional day TBC with post holder  The suggested hours and days can be discussed in consultation with the post holder to work around any existing needs and commitments.
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:	Two months

Probationary period:	Three 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

## PERSON SPECIFICATION

This position is only available for SEND (Special educational needs and disabilities) young people aged 18 – 29 who live in either Barnet, Brent, Camden, Ealing, Hammersmith & Fulham, Harrow, Kensington & Chelsea and the City of London and Westminster. This position is kindly supported by John Lyon's Charity to help more disabled people work in the arts.

### Essential Criteria

- An interest in or knowledge of working in a theatre
- A desire and commitment towards a career as a Theatre Producer or Project Manager
- An enthusiasm and passion towards young people
- Through the application please tell us how your experience of SEND has impacted you when finding/keeping employment.

### Desirable Criteria

- Knowledge of West London
- Previous engagement in Theatre or arts activities as a participant.

## PRINCIPAL DUTIES

### Project Administration

- Support the Young Lyric team on project administration including; room booking, project resources and material sourcing.
- Support the Young people who are engaged in Young Lyric activity by printing scripts, calling those who are absent and updating registers.

### Project Recruitment

- Support the Outreach and Partnerships Producer in the recruitment for Young Lyric projects. Responsibilities include:
  - Contacting and calling referral organizations who work with young people who are NEET (not in education or employment)
  - Updating the Young Lyric Membership database
  - Supporting the content creation for project recruitment materials i.e. e-flyers and social media posts

### Outreach

- Attend local careers fairs, school assemblies, youth clubs and West London community organizations to promote the work of the Young Lyric department with the Outreach and Partnerships Producer.
- Attend industry forums, events and symposiums as an ambassador for the Lyric Hammersmith and its work with young people.

## **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.
- 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 Outreach and Partnerships Producer 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.

## **EQUALITY & DIVERSITY**

The Lyric values and promotes diversity and is committed to equality and opportunity for all. Everyone who works with us is required to comply with and actively promote our Equality, Diversity and Inclusion Policy.

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**

If you have any questions about this role, you can contact the Meghana Shah, Administration Manager on 020 8741 6822 (ext 424) or [jobs@lyric.co.uk](mailto:jobs@lyric.co.uk). (Between 10:00am – 5:00pm, Monday- Friday)

We look forward to receiving your application.