



Production Stage Manager

Cross The Line – Schools Tour



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 and complete an **online equal opportunities monitoring form**: <https://lyric.co.uk/equal-opportunities-form/>
- Or submit a cover letter with CV

The deadline for receipt of completed applications is **10:00am Tuesday 22nd April 2025**
First interviews will be held on **Monday 28th April 2025**

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 to discuss a suitable alternative. (Between 10:00am – 5:00pm, Monday– Friday)

DESCRIPTION FOR THE POST OF PRODUCTION STAGE MANAGER

Responsible to:	Head of Production
Contract:	Freelance
Salary:	£850.00 per week inclusive of overtime / bank holidays etc
Dates & Hours:	<p><u>Production Dates:</u> Engagement: Mon 19th May – Fri 27th June 2025</p> <p>Rehearsal dates: Starts 19th May – 7th June 2025.</p> <p>Performance dates: 9th June 2025 – 27th June. Two to three shows a day at various schools in the borough of Hammersmith and Fulham.</p>
Other Benefits Include:	Access to the Lyric's Employee Assistance Programme, complimentary and discounted theatre tickets, and staff catering discounts.

MAIN PURPOSE OF POSITION

To Production Stage Manage the smooth running of the Lyric's schools tour of '*Cross the Line*'. This role requires the ability to drive a van, a valid license will be required. The show will be touring round schools in the London Borough of Hammersmith and Fulham. *Cross The Line* is a brand new touring theatre intervention production based on county lines within West London.

KEY RESPONSIBILITIES

- Provide effective leadership for the company and for the smooth running of the production; ensuring the creative team and acting company are suitably supported.
- Oversee schedules, calls, rehearsal notes and show reports.
- Run weekly production meetings.
- Manage prop sourcing.
- Manage stage management petty cash float.
- Rehearsal requirements include; script copies, mark up, rehearsal prop and furniture requests.
- Provide administrative support for the production.
- Produce and distribute concise call sheets and rehearsal notes to the relevant teams.
- Keep an up-to-date prompt copy of the script.
- Note any issues and inconsistencies in the performance.
- Write a comprehensive show report and distribute to the relevant teams.
- To liaise and organise logistics with the relevant schools.
- Have a full driving licence and be confident driving a van.
- Be able to construct and deconstruct a small set in each venue.
- Have a good understanding of Qlab and a small sound system to operate during the performances.

GENERAL DUTIES

- 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 act always in the best interests of the Lyric Hammersmith Theatre

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

- Ability to work under pressure with great attention to detail
- Proactive and flexible attitude, ability to effectively prioritise
- Excellent communication skills, both verbal and written
- To have a full driving license
- Experience finding and maintaining props.
- Experience of creating production paperwork and prompt copy
- Have an understanding of using Qlab and a small sound system

Desirable Criteria

- A UTR number
- In date and valid enhanced DBS certificate

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

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. (Between 10:00am – 5:00pm, Monday-Friday)

We look forward to receiving your application.