



INCLUSION 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 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, Tuesday 17th June**

First interviews will be held in **w/c 23rd June** and **second interviews** will be held in **w/c 30th June**

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 INCLUSION PRODUCER

Responsible to:	Director of Young Lyric
Contract:	Full-time, permanent role
Salary:	£32,000 per annum
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 House Agreement that details our approach to working hours for all staff.</p>
House Agreement Type:	Office Agreement
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 House Agreement that details our approach to annualised hours for all staff.</p>

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
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, Long service awards, 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 – this role
- Outreach & Partnerships Producer
- Springboard Producer
- Young Lyric Trainee

MAIN PURPOSE OF POSITION

The Young Lyric department connects the young people in our community to the work on our stages by unlocking potential, inspiring creativity and nurturing ambition through participatory programmes.

This post-holder will lead the Lyric's commitment to social inclusion, building on our long-term commitment of working with vulnerable young people and those at risk of social exclusion in West London. The role develops this work through the inclusion and relevance of our Main House programme.

The post-holder will produce our flagship START programme, a six-week theatre programme for NEET young people; REWIND our award-winning theatre intervention programme with alternative provisions and oversee our partnership and programmes with Virtual Schools and Hammersmith and Fulham's Gangs, violence and exploitation unit.

The post-holder will be responsible for conceiving and creating artistic response projects for communities from West London that are underrepresented within the theatre industry, building connections with our community of young people to our work on stage.

The post-holder will produce projects from design to delivery; support fundraising; manage and develop strategic relationships with relevant external agencies; manage

freelance staff and practitioners, encourage participants to find creative progression routes and establish pathways for participants into Young Lyric programmes

This post-holder is a key member of the Young Lyric department, the Inclusion 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

- Lead the strategic development of our award-winning Inclusion programmes, ensuring they remain impactful and are delivered to the highest quality
- Contribute to the wider development of the Lyric's Inclusivity and Relevance plan and its implementation across the Lyric

START

- Appoint and oversee the creative and pastoral teams to deliver START with NEET young people aged 16 – 25
- Lead all aspects of START enrolments efficiently and effectively
- Oversee the delivery team to ensure accreditation is embedded within START
- Work with the Outreach and Partnerships Producer to establish clear and tangible pathways for young people

REWIND

- Appoint and oversee the creative and pastoral teams to deliver REWIND with young people in or from alternative provision schools
- Lead the partnership relationship and development with school staff and project stakeholders
- Oversee the delivery team to ensure accreditation is embedded into REWIND

Artistic response projects

- Conceive and produce innovative response projects for young people in West London inspired by the Lyric's artistic programme

Partnership programmes

- Develop new and existing relationships and programmes with partners including, virtual schools, youth offending teams and community organisations.

Finance/Fundraising

- Meet and deliver targets in relation to participation, financial income and expenditure and project outcomes
- Manage budgets effectively reporting regularly to the Director of Young Lyric
- Ensure that there is careful and accurate cost control and figures are updated on a regular basis
- Work closely with the Development Team to maximise fundraising opportunities for this area of work
- Ensure all funding agreements are effectively delivered and support reporting as required

Staff Management

- Provide line management, strategic and pastoral support to all creatives employed on Inclusion programmes
- Liaise with the Director of Young Lyric when recruiting freelancers and artists to deliver projects
- Identify high quality artists to deliver projects, following safer recruitment practice
- Support all freelancers administratively and artistically, enabling them to deliver projects to the highest standard
- Lead on training initiatives and development of freelance staff working on Inclusion Projects

Quality Assurance & Evaluation

- Ensure that the Lyric's Safeguarding Policy is adhered to
- Work with the Director of Young Lyric to ensure that all projects are effectively and regularly monitored and evaluated. This will include ensuring that accurate statistical information is recorded, qualitative assessments are implemented including questionnaires and case studies, and projects are fully documented and reported on time to satisfy funders and other interested parties
- Work with the Director of Young Lyric to develop methods that track and evaluate the longer-term impact of our Inclusion programmes

Advocacy and Networking

- Represent the Lyric at sector forums, conferences, panels and events in relation to Inclusion
- Develop a wide network of contacts locally, regionally, nationally and internationally through liaison with peers in other arts and education organisations to achieve increased awareness of the Lyric's work and to keep up to date with developments in practice
- Work closely with the Communications team to promote programmes and achievements locally and nationally

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 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 working with underrepresented young people in relation to participatory arts projects and/or theatre productions
- Experience of working with young people from a wide range of cultural and socio-economic backgrounds
- Experience of conceiving and delivering inclusive and integrated projects in response to a theatre production
- Ability to develop partnerships with the community and voluntary sector and public sector services
- Strong project management skills, including IT, planning, delivery and evaluation
- A comprehensive knowledge of safeguarding in relation to children, young people and vulnerable adults.
- Excellent budget management skills and experience
- A thorough understanding of and commitment to inclusion, access and diversity

Desirable Criteria

- Knowledge of West London
- Experience of working with a development team in regards to project communication, evaluation and reporting
- Experience of delivering qualifications and other types of accredited learning such as Arts Award or skills accreditation

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.