



CHAIR

Lyric Hammersmith Enterprises



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

Lyric Hammersmith Enterprises Ltd (LHE) is the wholly owned trading subsidiary of the charity Lyric Hammersmith Theatre. It undertakes non-charitable trading activities including the provision of catering services, events and venue hire to raise funds for the Lyric to use for its charitable purposes. The LHE Chair also serves as a Trustee for the charity, Lyric Hammersmith Theatre.

The Lyric Hammersmith Theatre is the civic and creative heart of West London. 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 role of Lyric Hammersmith Enterprises Chair, please:

- Provide a cover letter indicating what you can bring to the role, why it excites you, what you hope to gain from the post and how you meet the person specification.
- Your letter should be supported by a copy of your CV detailing your employment history and the key responsibilities held in relevant roles.
- Please send your cover letter and CV by email to jobs@lyric.co.uk and fill up online equal opportunities monitoring form: <https://lyric.co.uk/equal-opportunities-form/>

The deadline for receipt of completed applications is 10am on Monday 14 July

Interviews will be in person held at the Lyric Hammersmith Theatre on:

Wednesday 30 July 10am – 1pm and Monday 11 August 2pm – 5pm

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)

For a conversation with either the Lyric's Executive Director Amy Belson, current LHE Chair Julie Molloy or Chair of the Lyric's Nominations Committee David Sharkey please email Meghana.Shah@lyric.co.uk

DESCRIPTION FOR THE POST OF CHAIR

Responsible to:	Chair of the Lyric Hammersmith Theatre Board
Salary:	Unpaid/voluntary. These are volunteer roles, but travel expenses and any childcare costs will be reimbursed.
Duration of role:	3 years, renewable for an additional two terms of 3 years
Time commitment:	8 – 14 days per year

MAIN PURPOSE OF POSITION

The Lyric Hammersmith Theatre is one of London's leading producing houses. We produce world class theatre from the heart of Hammersmith. The Lyric is committed to being part of the community, and we believe passionately in excellence and integrity in everything we do. You can read the Lyric's Impact Report [here](#).

The Lyric's Nomination Committee is seeking a new Chair for Lyric Hammersmith Enterprises Ltd, who will also serve as a Trustee of Lyric. The subsidiary is governed by a non-executive Board of Directors, chaired by this role. Lyric Hammersmith Enterprises is responsible for the Lyric's non-charitable trading operations including catering, hires and events. Our commercial income is critical to helping the Lyric achieve its artistic and charitable objectives.

We are looking for a Chair with influence and authority, strategic thinking and sound judgement with particular expertise in commercial operations and income generation. You will need to share a passion for our artistic work and our commitment to being an equal, diverse, inclusive and environmentally sustainable organisation.

The most recent annual report and accounts for Lyric Hammersmith Theatre can be downloaded from: <https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-details/278518>.

This role will serve as a Trustee to the charity, joining the existing Board for an initial three-year term. Trustees support the Chair, Lorraine Heggessey, and offer their expertise and guidance to the Executive Team.

We are particularly interested in those who have a strong connection with West London.

PRINCIPAL DUTIES

As LHE Chair:

- To lead the LHE Board of Directors in ensuring strategic leadership, sound management and financial success.
- To ensure principles of good and proper governance continue to be upheld and that all Directors fulfil their duties and responsibilities.
- To chair all LHE Board meetings and the Annual General Meeting.
- To work closely and constructively with the Lyric's Executive Director and Commercial Director to ensure that LHE delivers on its business plan.
- To ensure that the LHE Board encompasses a range of skills reflecting the needs of the business.
- To advocate for the Lyric at the highest level and to represent the work and best interests of the Lyric at all times.

Additionally as Lyric Trustee:

- To play a key role in the development of the Lyric's vision for the future, contributing to our strategic leadership, sound management and proactive development of the organisation.
- To ensure that the Lyric's principles of good and proper governance continue to be upheld and fulfil duties and responsibilities in line with the organisation's Memorandum and Articles of Association.
- To ensure that the Lyric protects its future through robust policies, risk management, accounting procedures, internal controls and systems and to ensure that these are audited and reviewed in line with all regulatory and legal requirements.
- To contribute at all Board meetings and the Annual General Meeting.
- To work closely and constructively with the Lyric's Chair and all other Trustees and to advise on major issues to the Board as required.
- To ensure that the Lyric has a strong and effective fundraising strategy and that the Board understands, supports and contributes to the organisation's fundraising.

- To support the Lyric to actively seek donations and, where appropriate, to actively introduce key contacts to the Lyric for its benefit.
- To regularly attend Lyric shows and projects including press nights, development events and showcases of our work with young people.
- To proactively encourage the theatre's approach to equality, diversity and inclusion and any other policies or strategic plans the Lyric may introduce in the future.
- 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.

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

We are looking for an individual who will be active and engaged with sound judgement and the ability to be an outstanding advocate.

- A track record of leadership and a thorough understanding of the principles and practices of good governance, including a commitment to the Nolan Principles of Public Life
- Strategic business understanding, commercial experience at scale, Brand strategy awareness and very good financial comprehension.
- Understanding of venue based commercial models, particularly those reliant on rehearsal room hire as a source of income, and the strategic importance of managing such assets effectively.
- Experience supporting or overseeing earned income strategies in cultural or hybrid organisations, balancing core artistic activity with commercial space use.
- Appreciation for the role of public-facing bars, catering, and secondary space bookings as complementary income streams, and insight into how these can be developed without diluting artistic purpose.
- Strong interpersonal skills with the ability to quickly gain Board and staff confidence.
- A willingness to commit the necessary time and effort to the Lyric.
- Skill in chairing meetings.
- Resilient, with the ability to act with confidence, tact and authority and to be decisive under pressure
- Demonstrable affinity for the mission and work of the Lyric Hammersmith Theatre

Desirable

- Prior experience of being a charity trustee and/or a non-executive
- An understanding of subsidised arts organisations and appreciation of the current challenges faced by the sector.

- Awareness of practical application pertaining to company compliance, control, regulatory and legal requirements
- Knowledge and experience of West London community and businesses

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.

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.