



MAINTENANCE ASSISTANT



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 **Monday 20th October 2025**
First interviews will be held week commencing **27th October 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 MAINTENANCE ASSISTANT

Responsible to:	Facilities Manager
Contract:	Full-time permanent role (Applications for part time hours will be considered)
Salary:	£29,576 per annum
Hours/Days:	<p>The core hours for this role are 8am – noon, Mondays to Fridays, with additional hours (afternoons and/or Saturdays) available at the post-holders request</p> <p>The Lyric's usual opening hours are from 8am to 11pm Monday to Saturday.</p> <p>The Lyric has a House Agreement that details our approach to annualised hours for all staff.</p>
House Agreement Type:	Front of House Agreement
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:	Two 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

This role is part of the Finance and Resources team:

- Director of Finance and Resources
- HR Business Partner
- Financial Controller
- Head of Building & Facilities
- Facilities Manager
- Administration Manager
- Accounts and Payroll Coordinator
- Finance Officer
- Maintenance Assistant (This role)
- Security Supervisor
- Duty Security
- Housekeeping Assistants

MAIN PURPOSE OF POSITION

The Maintenance Assistant is part of the Finance and Resources department and supports the Facilities Manager. The role will include assisting in general repairs, reactive work and planned maintenance. The Maintenance Assistant should be able to safely operate hand and power tools as well as demonstrate problem-solving and good time management skills.

PRINCIPAL DUTIES

- To ensure high standards of general upkeep and routine maintenance of the site facilities making a positive contribution to the presentation of the site
- Carrying out repairs, maintenance and improvement works to ensure the general upkeep and maintenance of the premises and green spaces
- To carry out minor carpentry, painting and plumbing works around the building and flag any items that need further attention.
- Assist other departments as appropriate, particularly in the Commercial department.
- Undertake cleaning duties as and when required to support the housekeeping team
- Assisting contractors on site.
- Undertake routine compliance checks as necessary ensuring that records are completed, including but not limited to fire systems; evacuation equipment and water hygiene
- Assist with managing the building's emergency systems, including fire and intruder alarms, and take an active role in the event of any building evacuation.

- Act as a Fire Warden.
- To undertake and act as a First Aider
- Report and appropriately escalate any Health and Safety risks or concerns
- To ensure keys, access cards and access codes/fobs are signed out and recovered according to procedures, to maintain security of the building.
- Act as a key-holder and respond to emergency call outs if required.
- To be SIA licensed (Training will be provided)
- Covering SIA where necessary including closing the building and some weekend work
- Opening the building ensuring that it is safe for building users to enter.
- Supporting the wider team during business continuity issues where required.

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
- Ensure that data capture, storage and processing related to finance and resources activity complies with the Lyric's policies and GDPR regulations
- To act always in the best interests of the Lyric Hammersmith Theatre
- To undertake any other duties as agreed with the Facilities Manager 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

- Basic DIY Skills, including carpentry, painting and decorating and minor plumbing repairs
- Good verbal communication skills and a personable manner
- Ability to work independently and use own initiative but also work collaboratively within a team
- Ability to remain calm under pressure and prioritise effectively
- A willingness to be hands on in the role and to step up whenever assistance is needed
- Enthusiastic with a desire to learn and develop

Desirable Criteria

- Experience in general maintenance of a public building
- Trained in Manual handling
- Health and Safety qualification or experience
- Experience of working in a theatre, arts venue or public building
- Competency in Microsoft Office package
- To be SIA Door Supervisor Licensed – training could be offered if required.

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.