



DUTY SECURITY – PART TIME



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.
- Or submit a **covering letter and CV** highlighting relevant work experience
- Return the **application form or CV** by email to jobs@lyric.co.uk and complete an **online equal opportunities monitoring form**: <https://lyric.co.uk/equal-opportunities-form/>

We are accepting applications and conducting interviews on a rolling basis so please submit your application as soon as possible. The vacancies will close once sufficient candidates are appointed.

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 DUTY SECURITY – PART TIME

Responsible to:	Facilities Manager
Contract:	Part Time, Permanent Role (0.6FTE at 26.4 hours per week)
Salary:	£14.75 per hour
Hours/Days:	Part Time (0.6FTE at 26.4 hours per week) based on needs of the business. Must be available to work evenings and weekends, as well as one of either Christmas Eve, Boxing Day, or New Year's Eve. Shifts will predominantly be Thursday to Saturday evenings, however, during periods of the year days expected to work will change to cover for Sundays. 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 The Lyric has a House Agreement that details our approach to working hours for all staff.
House Agreement Type:	Operations Agreement
Notice period:	2 Months
Pension:	3% pension contribution after qualifying period

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
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 Department, which is led by the Director of Finance and Resources and comprises of:

- Finance Team
- HR & Administration Team
- Building & Facilities Team
- Security Team
- Housekeeping Team

MAIN PURPOSE OF POSITION

The Duty Security is part of the Finance and Resources department. The Duty Security will assist with welcoming visitors into the Lyric, keeping visitors safe and supporting the wider Lyric team.

PRINCIPAL DUTIES

- To greet all users of the Lyric Theatre in a friendly and professional manner.
- Dressing in a manner appropriate to the position and in order to be noticeable.
- To ensure the safety and security of the Lyric and its users, to include public safety, resolving disputes and ensuring the building is respected.
- To assist with welcoming visitors and wayfinding
- To open/close the premises depending on shift
- Acting as a lead fire warden and to be familiar with current fire regulations and be able to lead an evacuation of the building where necessary.
- To use the issued radio at all times, and to maintain radio protocol (e.g. acknowledge all transmissions and using appropriate terminology).
- Being familiar with the operation of the theatre's heating and ventilation systems
- Being a registered key-holder for the building, including responding to emergency call outs as required
- Maintaining a record of any security incidents and to report them to the Head of Building and Facilities.
- Responsible for the reactive monitoring of the buildings CCTV systems in compliance with GDPR.
- Assist the designated premises supervisor and personal licensees in upholding the four licensing objectives.
- Act with due diligence to ensure no breaches of any legislation currently enforce relating to licensed premises occur.

- Follow the Lyric's SIA Assignment instructions at all times
- Assist and support the wider Building and Facilities team where required
- Report any damage, defects or maintenance issues to the Facilities Manager taking appropriate actions when required.
- Establish and maintain good relationships with all colleagues and visitors to the Lyric Theatre

GENERAL DUTIES

- Regularly attend Lyric shows and projects including press nights, events and showcases of our work with young people, representing the Lyric and acting as an ambassador as required
- Attending internal and external meetings as required
- To act at all times in the best interests of the Lyric
- Take an active role in your continuing professional development, identifying relevant training and professional development opportunities
- To adhere to the Lyric's Equality Policy, Diversity Action Plan and any other policies or plans the Lyric may introduce in the future, and to play an active and positive role in our anti-racism work
- To work at all times in accordance with the Lyric's Green Policy and ambition to be net-carbon zero by 2030 and to 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
- Ensure that data capture, storage and processing related to finance and resources activity complies with the Lyric's policies and GDPR regulations
- To undertake any other duties as agreed with your Line 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

- Ability to be flexible in shifts worked especially during busier periods such as Panto
- To be SIA trained and cover security duties as required
- Reliable and trustworthy
- Ability to remain calm under pressure and prioritise effectively
- Ability to use own initiative
- Ability to work independently and follow instructions
- Ability to also work collaboratively within the wider team
- Good communication skills and personable manner
- Positive and flexible approach to work

Desirable Criteria

- Experience of working in a Theatre, Cinema, Hotel or public building

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.