

DEVELOPMENT & EVENTS 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 **10:00am on Monday 26 January 2026**

Round 1 interviews will take place **week commencing 02 February 2026**

Round 2 interviews will take place **week commencing 09 February 2026**

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.

DESCRIPTION FOR THE POST OF DEVELOPMENT & EVENTS ASSISTANT

Responsible to: Head of Individual Giving

Contract: Full-time, permanent role

Salary: £29,500 per annum

Hours/Days: Core hours are 10am-6pm (or 9am-5pm) Mon-Fri, with some events-related out of hours work for which TOIL is granted.

The majority of the post-holder's hours are 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.

The Lyric has a **House Agreement** that details our approach to working hours for all staff.

House Agreement Type: Office 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, Staff Ticket Scheme including complimentary and discounted theatre tickets, and staff catering discounts

DEPARTMENT INFORMATION

The Development team consists of:

- Director of Development
- Head of Individual Giving
- Development Manager
- Development & Events Assistant – this role

MAIN PURPOSE OF POSITION

The Development & Events Assistant will support the Lyric's Development Team to deliver fundraising targets across all fundraising strands (individuals, trusts and foundations, public, corporate and events) with a focus on administration and events coordination.

The Development team have an annual revenue target to raise of £700,000. As part of a small team, this role will work with both the Development Team as well as across all departments of the organisation. This role will support the Development Director, Head of Individual Giving and Development Manager to ensure effective, engaged, and consistent cultivation, recruitment and stewardship of the individuals, corporates and trusts and foundations who support the mission of the Lyric Hammersmith Theatre.

Administration

As the first line of the Development Team, the Assistant will undertake administration across all fundraising streams, including – but not limited to – recording incoming donations in relevant places including budget spreadsheets and the Spektrix database, organizing internal and external meetings, drafting emails for senior staff in relevant styles, drafting copy for invitations, posters, leaflets and other collateral, assembling guest lists, writing and sending supporter newsletters, compiling biography notes for event guests and undertaking regular prospect research.

Events

Responsibility for the organisation and delivery of the fundraising events calendar including regular stewardship and cultivation events around the artistic programme for members, donors and supporters as well as cultivation events for large and small groups and showcases of off-stage work.

PRINCIPAL DUTIES

Admin

- Be the first port of call for enquiries to the Development department, including answering phone calls, monitoring the Development email inbox and directing enquiries to the appropriate personnel
- Process incoming donations and memberships on Spektrix, record donations against budgets and drafting acknowledgment and thanks for funds
- Data entry and spreadsheet management with a high degree of accuracy and attention to detail
- Check expiring memberships and send appropriate renewal communications
- In collaboration with the Development team, prepare and send polished email communications, including invitations and newsletters to donors and supporters through our email platform DotDigital
- Drafting copy for supporters' newsletters, printed collateral and web
- Supporter and prospect research, including preparing event night biogs

Events

- Work with the Development Team and other Lyric departments to plan, develop and deliver the calendar of events
- Responsible for event logistics to ensure their smooth running from guestlists and invitations, pre-show communications, space use and catering, setting up, looking after guests, attending the events and post-event follow-up
- Develop and deliver high profile events for prospective major donors and supporters across all income streams
- Manage corporate engagement including on-stage workshops

GENERAL DUTIES

- Regularly attend Lyric Hammersmith Theatre shows and projects including 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 Development 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

- Demonstrable experience of events organisation or delivery, whether in a professional setting, or as part of extracurricular involvement in academic settings
- Experience of managing multiple priorities to strict deadlines
- Strong prioritisation and time management skills
- Exceptional attention to detail and written skills
- Experience of public-facing roles and confidence interacting with people at various levels, including face-to-face, over the telephone and via email
- Experience of working under time pressure including decision-making and finding solutions to problems calmly and efficiently in this environment
- Ability to work using own initiative and pick up practical skills quickly
- Good degree of numeracy
- Working knowledge of Microsoft Office, especially Word and Excel
- Willingness and availability to work evening and occasional weekend Development and theatre events
- A passion for theatre; knowledge of the art form and of the cultural landscape

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 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.

We look forward to receiving your application.