



Assistant 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 on Monday 20th April 2026**
First interviews will be held **w/c Monday 27 April 2026** and second interviews will be held **w/c Monday 4 May 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. (Between 10:00am – 5:00pm, Monday– Friday)

DESCRIPTION FOR THE POST OF ASSISTANT PRODUCER

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|-----------------------|--|
| Responsible to: | Director of Producing & Planning |
| Contract: | Full-time permanent role |
| Salary: | £30,030 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 |
| 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 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 Producing team comprises of:

- Director of Producing & Planning
- Producer
- Assistant Producer (this role)

MAIN PURPOSE OF POSITION

The Assistant Producer role sits within the Producing team. This role will support all aspects of the producing process for the theatre's programme, working with the Director of Producing & Planning and the Producer. This role acts as the administrative hub of the team and has the opportunity to work across the organisation on a wide-range of activity. The Assistant Producer will be the producing lead on the theatre's *For the Culture: Celebrations of Blackness* programme; and will support the Producer, and where appropriate lead, in delivering the Lyric's programming for children and families, including Little Lyric and Raymond Briggs' *Father Christmas*.

The successful candidate will be well-organised, able to communicate clearly, have a can-do approach to problem solving and successfully multi-task and prioritise. This role would suit someone who is calm under pressure, collaborative, and passionate about theatre.

In this role, there is the chance to interact with some of the country's most exciting writers, directors, creatives and performers, whilst working at the heart of one of London's most successful theatres, to create ambitious, entertaining, inspiring shows for our audience in West London and beyond. This role provides a unique opportunity to take the next step in developing an exciting career in the theatre industry – enabling the successful candidate to directly contribute to an inclusive, forward-thinking, historically significant and ambitious organisation.

PRINCIPAL DUTIES

Producing & Artistic

- Supporting the Producer in, and where appropriate leading, the programming and producing of Little Lyric weekend and holiday Studio shows and the Lyric's productions of Raymond Briggs' *Father Christmas* at the Lyric and on tour. To include but not limited to:
 - drafting and maintaining overall and individual budgets for such programmes / productions / projects

- drafting, negotiating and executing contracts with visiting companies and/or co-producers, in consultation with the Producer and/or Director of Producing & Planning.
- Leading the producing of the Lyric's For the Culture programme, led by the Associate Director.
- Responsible for timely and accurate financial administration for the producing team including processing invoices and submitting payroll information for performers, freelancers and other suppliers, and reconciling credit card statements and internal account charges (bar tabs, ticket bookings, etc)
- Responsible for drafting and issuing all contracts for the producing team, in consultation with the producers, supporting the producers in liaising with agents.
- Supporting the producers on any child licensing, and engaging supernumeraries, musicians and other performing artists in line with industry requirements, union agreements and in line with good practice at all times.
- Conducting availability checks for creatives required for productions.
- Supporting casting for productions- including booking audition spaces, availability checking of actors and liaising with agents.
- Leading on the administration of work permit (Certificate of Sponsorship) applications for visiting or international projects and artists, and responsible for arranging accommodation and travel requirements for visiting companies, touring teams and creative team members, etc as required.
- Responsible for the creation of contact sheets, etc, and preparing/distributing welcome packs and supporting with the administration of rehearsal rooms, supporting the producing and production teams in communicating with creative team members and performing company members throughout the duration of productions.
- Managing house seat and company seat requests.
- Supporting the marketing campaign leads with gathering biographies and headshots and ensuring correct billing for creatives, performers and other freelancers, and proofing as required any press releases, programmes, copy, website copy or other material as appropriate.
- Responsible for the organisation and delivery of Press Nights, Free First Nights and last night celebrations.
- Responsible for planning and minuting production debrief meetings and collating feedback from company freelance surveys – in order to inform future working.
- Working as required by Director of Producing & Planning on bespoke events and projects to include but not limited to one-off public events in the main house and studio, including leading on the organization of Q&As and other wraparound activity.
- Working alongside the producers on Research and Development activity.
- Attending reading and development events as required

Administration and Planning

- Responsible for booking rehearsal space, performance activity, meetings, etc on Artifax (room booking system) and ensuring it is correct and up to date with space requirements both on a day-to-day basis and at weekly Operations meetings, and supporting the producers in the updating of the performance schedule; liaising

with other Lyric departments with regard to room booking, ensuring they are reflected in the performance schedule and on Artifax.

- Responsible for maintaining orderly files on shows and projects and ensuring these are accurately edited and archived at the end of projects.
- Responsible for creating, maintaining and monitoring database systems – including the production information chart.
- Liaising with other Lyric departments to ensure the smooth running of productions, events and projects.
- Support with the reporting of projects, ensuring that accurate statistical information is recorded, qualitative assessments are implemented and that activities are fully documented for purposes of reporting to funders and other stakeholders.

GENERAL DUTIES

- Acting as a first point of contact for the producing team, responding to and managing telephone and email enquiries promptly and courteously, and taking messages accurately.
- Regularly attending performance work and keeping abreast of companies and individuals working across the sector.
- 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 support the producers and wider Lyric team to maximise income and minimise expenditure, without compromising quality or reputation.
- Undertaking any other general administrative and practical tasks, as deemed appropriate by the Director of Producing & Planning to ensure the successful delivery of the programme as appropriate to the post.
- 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 Producing & Planning 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

- A genuine passion for ambitious, bold and entertaining theatre.
- Experience of working in a producing theatre or theatre company.

- Understanding of the theatre making process.
- Ability to work independently and manage your own workload.
- Ability to work calmly under pressure, and to prioritise tasks.
- Very good administrative and IT skills.
- Strong written and verbal communication skills.
- Commitment to broadening inclusivity and access to theatre to the widest possible audience.
- Willingness to work flexibly when required.
- Ability to be diplomatic, discreet and tactful - especially when handling sensitive or confidential information.

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. (Between 10:00am – 5:00pm, Monday-Friday)

We look forward to receiving your application.