



## Our Place Producer Young People's Borough of Culture



*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](mailto: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 **Thursday 30<sup>th</sup> April at 10am**.  
interviews will be held on **Thursday 7<sup>th</sup> 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](mailto:jobs@lyric.co.uk) to discuss a suitable alternative. (Between 10:00am – 5:00pm, Monday- Friday)

### DESCRIPTION FOR THE POST OF OUR PLACE PRODUCER: YOUNG PEOPLE'S BOROUGH OF CULTURE

Responsible to:	Director of Young Lyric
Contract:	Part time (2.5 days a week), Fixed term (18 months)
Salary:	£33,280 per annum pro rata
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 <a href="#">House Agreement</a> that details our approach to working hours for all staff.</p>
House Agreement Type:	Office Agreement
Hours/Days:	<p>Working days are flexible (Monday – Friday) to be agreed with the successful candidate.</p> <p>Occasional weekend work will be required.</p> <p>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</p>

The Lyric has a [House Agreement](#) that details our approach to annualised hours for all staff.

<b>Holiday:</b>	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
<b>Notice period:</b>	Three months
<b>Probationary period:</b>	Three months
<b>Pension:</b>	3% pension contribution after qualifying period
<b>Other benefits include:</b>	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 Young Lyric team consists of:

- Director of Young Lyric
- Education Producer
- Inclusion Producer
- Outreach & Partnerships Producer
- Young Talent Producer
- Young People's Borough of Culture Producer
- Our Place Producer: Young People's Borough of Culture – this role

## **MAIN PURPOSE OF POSITION**

This role will produce Our Place a new participatory budgeting programme for young people as part of Hammersmith & Fulham's Young People's Borough of Culture.

Our Place is a chance for young people aged 13-25 who live or study in the London Borough of Hammersmith & Fulham to receive grants to make 30 new creative ideas a reality. Young people will solely decide how these public funds are used in their area. All creative ideas will be delivered within Hammersmith & Fulham for people who live, work or study here. There will be two distinct rounds, enabling learning from delivery of the first round to influence and refine criteria for round 2, ensuring a good range of geography, artforms, and age ranges of young people taking part.

The role will sit within the Lyric Hammersmith Theatre, who are taking responsibility for leading the Young People's Borough of Culture programme on behalf of the Where Culture Connects H&F Cultural Compact. The lead partners for the programme are the Lyric, H&F Council and Earls Court Development Company, with the shared vision of implementing a new long-term model for young people, education and business sectors.

## **PRINCIPAL DUTIES**

### Programme Delivery

#### Our Place

- Lead the development and implementation of a participatory budgeting programme that awards grants for young people to deliver a creative project in their local area. All awarded programmes will be decided by young people through participatory voting events.
- Establish and support relationships between young people, trusted adults (for those under 18) and Champions (cultural organisations) to deliver Our Place programmes together.
- Produce two distinct voting events Our Place, ensuring youth voice, impartiality and equity are central to the programme.
- Attend a wide range of Our Place programmes and ideas across the borough, supporting young people across at all stages of the programme.

### Partnership building

- Cultivate, maintain and oversee successful partnerships with both core and delivery partners for Our Place and the wider Young People's Borough of Culture
- Be the first point of contact for all Our Place Champions (cultural organisations), ensuring programme success.

### Outreach

- Lead on all outreach and recruitment for children and young people to engage in Our Place in collaboration with the Young People's Borough of Culture Marketing Manager and Young People's Borough of Culture Producer.
- Ensure participants engaged with Our Place, represent the diversity of Hammersmith & Fulham
- Develop strategic engagement opportunities for children and young people located in wards known to have a higher multiple indices of deprivation

### Youth Voice

- Support the Young People's Borough of Cultures Youth Board, in all areas of programme development in relation to Our Place. Including the generation of themes for each funding round.
- Ensure youth voice is central to and embedded throughout Our Place.

### Evaluation

- In partnership with an external evaluator, ensure all programme data is captured and recorded in a timely manner as required
- Support the Director of Young Lyric in ensuring all reporting requirements for the ACE Place Partnership grant are met
- Provide the external evaluator with qualitative and quantitative data, baselines, surveys and other evaluation metrics as required

## **GENERAL DUTIES**

- 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 Young Lyric 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 comprehensive understanding and experience of producing a wide range of cultural engagement opportunities for children and young people
- A track record of embedding Youth Voice within cultural engagement programmes or projects
- Experience of working with young people from a wide range of cultural and socio-economic backgrounds
- A thorough understanding and commitment to safeguarding, diversity, inclusion and access
- Proven experience of budget setting and financial management
- Excellent project management and people management skills
- Excellent organisational and time management skills with the ability to multi-task
- A proven ability to work under pressure, prioritising tasks and meeting demanding deadlines
- Excellent team working skills with ability to act on own initiative
- Exceptional IT skills, including Microsoft Office

### Desirable Criteria

- A personal or professional connection or affiliation with Hammersmith & Fulham
- Knowledge of and/or existing relationships with Hammersmith & Fulham's cultural and youth organisations

## **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](mailto:jobs@lyric.co.uk). (Between 10:00am – 5:00pm, Monday-Friday)

We look forward to receiving your application.