



BUILDING PROJECT MANAGER (CAPITAL PROJECTS)



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 24th August 2026**.

First interviews will be held on **w/c Monday 31st August 2026** and second interviews will be held on **w/c Monday 7th September 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 BUILDING PROJECT MANAGER (CAPITAL PROJECTS)

Responsible to:	Director of Finance & Resources
Contract:	Part Time, Fixed Term (12 months)
Salary:	£48,000 per annum pro rata (equivalent £28,800 at 0.6 FTE)
Hours/Days:	24 hours per week (0.6 FTE). We are open to flexible working patterns (e.g., three full days or spread across the week) to suit the project lifecycle and the candidate's requirements. 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. The Lyric has a House Agreement that details our approach to working hours for all staff.
House Agreement Type:	Office Agreement

Holiday:	22 days per annum(pro rata), excluding Bank Holidays
Notice period:	Three months
Probationary period:	Three 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 Finance and Resources Department ensures the Lyric remains a robust, sustainable, and well-governed organisation. This standalone Building Project Manager role has been created specifically to lead our "Light Up the Lyric" capital works, funded by the Arts Council England (ACE) Creative Foundations Fund (CFF).

You will work closely with the Director of Finance & Resources and the production / technical teams, but you will not have responsibility for day-to-day building maintenance or facilities staff.

MAIN PURPOSE OF POSITION

The Building Project Manager will lead the end-to-end delivery of a £500k+ suite of capital improvements. This includes the installation and close-out of critical technical infrastructure across our Victorian auditorium and the Reuben Foundation Wing. The primary goal is to ensure all works are completed on time, within the specific ACE grant conditions, and with minimal disruption to our theatrical programming. The Building Project Manager will also oversee other capital works to the building liaison with the Director of Finance & Resources.

PRINCIPAL DUTIES

Project Delivery & Technical Oversight

- **LED Transition:** Assist the production team with the procurement and installation of a fully LED lighting system for the main auditorium, ensuring compatibility with existing systems and achieving energy-saving targets.
- **Stage Engineering:** Assist the production team to organise the replacement of end-of-life manual chain hoists with a modern, motorised system to improve health and safety and production efficiency.
- **Fire Safety Systems:** Coordinate the installation of new fire doors with automated release links and the upgrade of the building-wide tannoy/emergency communication system.

- **Reuben Wing Upgrades:** Oversee the replacement of obsolete lighting systems within the 10-year-old Reuben Foundation Wing to ensure consistency and sustainability across the estate.
- **General building capital work:** Oversee planned capital work to other areas of the building, in line with the Building Renewal Fund plan.

Contract & Procurement Management

- Manage all procurement processes in line with the Lyric's Financial Regulations and Arts Council England's procurement guidelines (ensuring "Value for Money" and transparent tendering).
- Appoint and manage external contractors, ensuring all works are carried out to the required specification and quality standards.
- Act as the primary point of contact for all capital works contractors, including managing site inductions and scheduling works around rehearsals and performances.

Financial & Grant Compliance

- Manage the project budget, tracking all expenditure and providing regular cash-flow forecasts to the Director of Finance & Resources.
- Ensure all project documentation (invoices, receipts, tenders, progress reports) meets the requirements for ACE Creative Foundation Fund reporting and audit.
- Work with the Development team to provide technical data or progress updates needed for donor reporting or further fundraising.

Health, Safety & Coordination

- Act as the lead for Construction (Design and Management) Regulations (CDM 2015), ensuring a Principal Designer and Principal Contractor are appointed where required and that the Health and Safety File is maintained.
- Coordinate with the technical and production departments to ensure capital works do not clash with the production calendar or the needs of young people using the

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.
- Ensure all capital works contribute to the Lyric's goal of being net-carbon zero by 2030.
- To act always in the best interests of the Lyric Hammersmith Theatre
- To undertake any other duties as agreed with the Director of Finance & Resources 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 Skills and Experience

- Proven experience in managing complex capital projects (construction or high-end technical fit-outs), ideally within a heritage or arts environment.
- Experience in managing public sector or National Lottery-funded grants (e.g., ACE, NLHF) and a strong understanding of the associated procurement and reporting requirements.
- In-depth knowledge of CDM 2015 regulations and building health and safety management.
- Experience procuring contractors and design consultants to deliver capital projects
- Experience of seeking and securing planning approvals
- Strong financial literacy with experience managing budgets in excess of £250,000.
- Excellent communication and negotiation skills, with the ability to manage commercial contractors while respecting the needs of a working theatre.

Desirable Skills and Experience

- Project Management qualification (e.g., Prince2, APM) or a technical background in theatre engineering/lighting.
- Experience working on "Green" capital projects or energy-efficiency upgrades.
- A passion for the Lyric's mission to create world-class theatre and work with the next generation of talent.

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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 87416822 option 2 or jobs@lyric.co.uk. (Between 10:00am – 5:00pm, Monday-Friday)

We look forward to receiving your application.