ADMINISTRATOR (Maternity Cover)



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 Wednesday 25th November**

First interviews will be held w/c 07 December 2026 and second interviews will be held on w/c 14 December 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 ADMINISTRATOR

Responsible to:	Head of Administration & Resources
Contract:	Full-time, fixed term role (fixed to 11 Feb 2028)
Salary:	£30,706 per annum pro rata
Hours/Days:	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 excluding Bank Holidays
Notice period:	Two 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 team is led by the Director of Finance and Resources and comprises of:

- Director of Finance and Resources
- Deputy Director of Finance
- Accounts and Payroll Co-ordinator
- Finance Apprentice
- Head of Administration & Resources
- Administrator (this role)
- Head of Operations
- Building Project Manager
- Maintenance Assistant
- Security Supervisor
- Duty Security
- Housekeeping team

MAIN PURPOSE OF POSITION

The Administrator is central to the efficient and smooth running of the Lyric Hammersmith Theatre, providing vital support to the Head of Administration & Resources, managing the office and key administration functions, and supporting with HR administration to support our permanent, casual and freelance staff.

PRINCIPAL DUTIES

Administration & Office Management

- Assist the Head of Administration & Resources to ensure the smooth running of the office
- Support the Head of Administration & Resources with the planning and management for all Board and subcommittee meetings, including additional tasks as directed by the Head of Administration & Resources
- Undertake procurement for office supplies, housekeeping supplies and services
- Support the Head of Administration & Resources to maintain up to date and effective IT systems
- Be the first point of contact for internal IT issues, reporting these as needed to our external IT provider
- Oversee booking systems (Artifax) for all internal meetings and attend weekly scheduling meetings
- Manage IT systems ensuring they run effectively, including supporting the Head of Administration & Resources with data storage.
- Create new user accounts and close accounts of staff left with the guidance of the Head of Administration & Resources

- Support the Head of Administration & Resources in tracking and setting up IT equipment
- Booking and minuting internal meetings- All staff, H&S, EST, QSM communicating and monitoring any actions raised.
- Coordinating the quarterly staff meetings (QSM) and the all staff annual Christmas party.
- Update Staff distribution lists and names on website
- Organise and store both paper-based and digital documents in line with data protection legislation
- Sort and distribute incoming post and organise and send outgoing post
- Support the Head of Administration & Resources in ensuring equipment for first aid kits is available and that first aid kits across the buildings are stocked as per Health & Safety legislation
- Record, track and analyse data and help compile data for reports, audits or analysis

Human Resources

- Support the Head of Administration & Resources with recruitment including posting vacancies, logging applications, booking rooms and meeting interview candidates
- Assist with onboarding processes including Right to Work checks
- Cover inductions of staff in the absence of the Head of Administration & Resources
- Manage/add new users on to the HR systems
- Support in reporting and maintaining records on the Lyric's training needs analysis
- Prepare drafts of all employment contracts, casual worker, and freelance worker agreements.
- Manage the schedule for updated policies and procedures

Staff Welfare

- Working with colleagues to ensure that the office environment and staff green room is tidy and presentable, including organising the green room rota. To purchase and maintain kitchen supplies (milk, tea and coffee)

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.
- 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 Head of Administration & 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 Criteria

- Proven administrative or office management experience in a busy, fast-paced environment.
- Strong IT literacy, including confidence with Microsoft Office and the ability to learn new systems quickly (e.g. booking software like Artifax, Hr software like Breathe and Parim).
- Experience with basic financial administration, handling invoices or tracking budgets.
- Familiarity with standard HR administrative processes and data protection (GDPR) compliance.
- Highly organised and efficient with exceptional and proven time management skills and the ability to juggle competing priorities under pressure.
- Excellent verbal and written communication skills, with a collaborative and approachable manner when dealing with staff, artists, and external stakeholders.
- High level of accuracy and attention to detail, particularly managing data, drafting agreements or recording minutes.
- Ability to exercise complete discretion, tact, diplomacy and confidentiality regarding sensitive HR and organisational information.
- Proactive, autonomous problem solver with a flexible, "can do" approach.

Desirable Criteria

- Genuinely passionate about the theatre and the work of the Lyric
- Previous experience working within a theatre, performing arts or cultural organisation.
- Experience acting as a first point of contact for IT support or liaising with external IT managed service providers.

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.