

The image shows the exterior of a modern building at dusk. The building features a mix of brick, wood paneling, and large glass windows. A prominent sign on the left side of the building reads "LYRIC" in large, illuminated letters. A glass-enclosed entrance is visible, showing the interior of the building. A set of stairs with metal railings leads up to the entrance. Two people are walking on the stairs. The sky is a deep blue, and the building's lights are on, creating a warm glow.

LYRIC

Office Assistant

Job Description & Application Information

Who We Are

The Lyric Theatre enjoys a special place within Northern Ireland's artistic landscape. As a prolific production house, the Lyric is the beating cultural heart of Northern Ireland – inspiring and entertaining audiences with both new and established plays and helping to launch the careers of some of our most famous actors, directors, and playwrights. The Lyric is a playhouse for all. We are a shared civic space for artists and audiences alike; a creative hub for theatre-making, nurturing talent and promoting the critical role of the arts in society.

As Northern Ireland's only full-time producing theatre, each year we produce 9 or 10 full-scale productions, 2 of which run concurrently at Christmas. We also receive visiting work from touring companies. We stage some 400 performances each year and are the largest employer of theatre practitioners in Northern Ireland. Our modern theatre opened in 2011 and consists of the 390-seat main stage and the 124-seat flexible Naughton Studio. In recent years, the theatre won 4 Irish Theatre Awards, was voted NI's most welcoming theatre, staged co-productions with the Abbey Theatre, Soho Theatre and the Dublin Theatre Festival and toured to New York, London, Glasgow, and Dublin. In 2022, we won Best Play Revival for *Translations* with Abbey Theatre at the UK Theatre Awards, in addition to our Creative Learning department winning Excellence in Arts Education. In 2023 we won Theatre of the Year at The Stage Awards, and Business Contribution to the LGBTQIA+ Community at the GNI Mag Awards, as well as Best Play Revival for *Beauty Queen of Leenane* with *Prime Cut* at the UK Theatre Awards.

There are two group companies. Lyric Theatre NI (The parent company) is a company limited by guarantee and a registered charity and is also the owner and operator of the theatre and the primary recipient of grant funding. Lyric Players Theatre Productions Limited is a wholly owned subsidiary of Lyric Theatre NI and is responsible for producing professional theatre productions and the operation of food and beverage operations within the theatre. The combined turnover of the two companies is in excess of £3.5million. The two companies employ more than 90 employees. For more information on the Lyric Theatre, visit www.lyrictheatre.co.uk.

Our Mission

We are a shared civic space for artists, arts workers, and audiences alike; a creative hub for theatre-making, nurturing talent and promoting the role of the arts in society. Our mission is to **create, entertain, and inspire.**

Our Values

We are welcoming: The Lyric Theatre is an inclusive and accessible space for all: a creative place to play, learn, question, and explore.

We are nurturing: Our goal is to galvanise, and empower all those who work in the arts, whilst nurturing new generations of talent through the Lyric Drama Studio and our Creative Learning and New Writing programmes.

We inspire and entertain: We aim to provide theatre experiences that entertain and inspire; challenging audiences to explore their own and other stories.



Job Description

Job Title

Office Assistant

Location

Lyric Theatre, Belfast.

Salary

£23,400 FTE (FTE is 37.5 hours)

Hours:

20 – 30 pw (negotiable)

Contract

Permanent

Probation

6 months

Annual Leave

20 days plus bank holidays

Reporting to

Senior Producer

Key relationships

Senior Producer,
Programming and Producing
Team

Purpose of the Post

You will provide efficient, high-quality administrative support in our theatre. This role is extremely varied and offers key administrative support across departments, ensuring everything runs smoothly behind the scenes. You will work closely with the Senior Producer, the Programming and Producing team, and the wider Lyric Team. This role involves juggling tasks, staying on top of details, and communicating confidently. It's perfect for those who thrive in a dynamic setting and enjoy variety in their workday.

Benefits

Of course, we provide all the standard stuff like an employer-contributed pension and statutory pay for sickness, maternity, and paternity leave, but we also have some extras:

- Flexible Working: Whilst we need you at the theatre in person, we're very open to working with you to agree on hours and a pattern that suit you.
- An additional paid day off for your birthday each year.
- Access to a free, confidential counselling service through our Employment Assistance Programme.
- Free beverages from our café/bar.
- Discounted food from our café/bar.
- Free tickets for Lyric productions.
- Free period products in all bathrooms.

There are a range of other elements that make the Lyric a unique and enjoyable place to work:

- Beautiful environment: Enjoy breaks on our exclusive River Terrace.
- Prestigious theatre: Work with well-respected and talented theatre professionals in a multi-award-winning theatre known for high-quality productions.
- Commitment to wellbeing: Access to Mental Health First Aid Training and a supportive work environment.
- Inclusive culture: We've rolled out initiatives like being breastfeeding-friendly, providing free period products in our bathrooms, participating in Belfast Pride, and providing BSL training.
- Staff involvement: Engage through Staff Council and Suggestion Box.
- Professional development: Opportunities for apprenticeships, training, mentorships, and career growth.
- Meaningful impact: As a small theatre, every person makes a real difference.

Main Duties and Responsibilities

Administrative Support

- Design and implement effective and efficient admin processes and improve existing processes.
- Masterfully navigate both paper-based and electronic admin systems, depending on the needs of the task.
- Facilitate room bookings and setup.
- Manage diaries for team meetings and external stakeholders.
- Maintain accurate archive details.
- Enter data and collate reports.
- Assist various departments with administrative support as needed.

Production Support

- Collate, format, print, and distribute paperwork for productions.
- Collate performance-related data.
- Provide admin support throughout the production timeline.

Other

- Liaising effectively with other departments as required;
- Having a commitment to carry out duties in the best interests of the Lyric Theatre, its customers, sponsors, artistes, and others, adopting and ensuring the highest standards of customer service;
- Co-operation and liaison with managers and staff, to ensure that overall business strategies of the Lyric Theatre are realised;
- Any other duties that may reasonably be required.

This list is for guidance only and is not exhaustive. The post holder will also be required to carry out other reasonable duties as required by the line manager.



Personnel Specification

Essential Criteria

1. A minimum of six months of experience providing administrative support in a busy, fast-paced environment.
2. Grade C or Grade 4 in GCSE English and Mathematics, or equivalent qualification.
3. Demonstrably IT literate with experience of working with Microsoft Office, especially Word, Excel, PowerPoint, and Teams.
4. Excellent written and verbal communication skills.
5. Experience in successfully prioritizing multiple time-sensitive tasks efficient

Desirable Criteria

1. Experience working in a small to medium organization (approximately 150 employees or fewer).
2. Experience working in the charity or arts sector.
3. Business Administration qualification.

Successful applicants will be able to demonstrate the following qualities:

1. Efficient and organized, with strong attention to detail.
2. Excellent teamwork and communication skills.
3. Personable and flexible, able to handle a variety of tasks and priorities.
4. Creative, resourceful, and resilient.
5. Able to work well under pressure and meet tight deadlines.
6. Positive can-do attitude, confident, and assertive.
7. Effective at managing relationships and collaborating within a diverse team.

How to Apply

Please complete our [Application Form](#) and our [Equal Opportunities Monitoring Form](#).

Both Forms will ask you for a Reference Number. This is **24LT06**.

Both Forms can also be downloaded from [Lyric Theatre website](#)

If you require the application in a more accessible format or would like to discuss your application further, please contact recruitment@lyrictheatre.co.uk as soon as possible. We will endeavour to assist with your requests.

Closing Date

Thursday 15 August 2024 at 12 midday. Late applications may not be considered.

Shortlisting

Only those applicants who appear, from the information provided, to be the most suitable in terms of the selection criteria may be called for interview. It is the applicant's responsibility to demonstrate clearly in their application how they satisfy the published selection criteria. It is essential that applicants provide evidence of **how** they meet the selection criteria, giving examples and specifying exact dates as appropriate. All applications for employment are considered strictly based on merit.

Interviews

It is proposed that interviews for this post will be held in the week commencing **19 August 2024**. If you cannot make an offered interview time, we may not be able to give you an alternative.

Disclosure

1. If you are successful after shortlisting, depending on whether you will be working with children and/or vulnerable adults, you will be required to undergo an ACCESS NI check.
2. If you are required to undergo an Access NI check, a copy of their Code of Practice will be made available to you.
3. You will also be required to disclose any unspent criminal convictions as defined by The Safeguarding Vulnerable Groups NI Order 2007 & The Rehabilitation of Offenders (NI) Order 1978. The Lyric theatre has a policy on the Recruitment of Ex-Offenders which can also be made available to you.
4. Disclosure of a criminal record will not necessarily be a bar to obtaining the position within the Lyric theatre. You will, however, be asked to disclose if there is any reason why you cannot work in regulated activity with children or vulnerable adults.

The Lyric Theatre is an Equal Opportunities Employer.

We particularly welcome applications from People of the Global Majority, disabled and LGBTQIA+ candidates who are under-represented across the sector.

LYRIC

