



LYRIC

# Assistant Production Manager

Job Description & Application Information

Closing date – Thursday 12<sup>th</sup> June at 12pm

LYRIC

THE  
MACKINTOSH  
FOUNDATION



# 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.

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 £4.5million and employ more than 100 employees. For more information on the Lyric Theatre, visit [www.lyrictheatre.co.uk](http://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

Assistant Production Manager

## Location

Lyric Theatre, Belfast

## Salary

£26,250 per annum. Plus, a Travel allowance of £50 pw.

## Contract

Full-time, 24-month fixed term. 1 month notice period.

## Probation

6 months.

## Annual Leave

20 days discretionary plus bank/public holidays (currently 11 days).

## Reporting to

Production Manager

## Benefits

Auto Enrolment in pension scheme with 3% employer contribution;

Access to free and confidential Employee Assistance Programme;

Comprehensive induction and annual training programme;

Complimentary ticket allowance for Lyric Theatre Productions.

## Purpose of the Post

This role is offered in partnership with the Mackintosh Foundation Regional Technical Apprenticeship Programme and is designed to support and train the next generation of technical theatre professionals. As Assistant Production Manager, the post-holder will gain practical experience while working under the supervision of the Lyric Theatre's Production and Technical Management teams.

During the apprenticeship, the individual will be responsible for assisting the Production Management team in various tasks, such as coordinating with creative teams, managing schedules, budgets and resources, and overseeing the logistics of the production process. They will also learn to liaise with other departments working within the organisation, and how to manage relationships with external stakeholders such as suppliers and vendors.

The post-holder will have the opportunity to lead on the production management of our creative learning programme, under the supervision of a more experienced production manager. Over the course of the apprenticeship, they will have the opportunity to meet with other apprentices, to avail of structured training, and attend industry events. This includes mandatory in-person training/networking opportunities through Mackintosh Foundation which would require the individual to attend sessions in London.

## Key Relationships

Head of Production; Technical Manager; Head of Creative Learning; Artistic and Programming Team; Freelance Directors and Designers; Stage Management Team; Costume Team; Technical Team; Scenic Construction Team; Finance Team.

## Working Week

The standard working week is 40 hours over 5 days, which includes 6 hours of remote training/study per week delivered remotely through [Chichester College](#).

Due to the nature of this role, weekly working hours may vary significantly to meet the operational needs of the theatre. As such, the post-holder must be willing and able to work flexibly. Evening, weekend, and unsociable hours are an inherent part of the position. Any additional hours worked beyond the standard schedule will be compensated with time off in lieu, in line with the theatre's policies.

"THIS IS YOUR PLAYHOUSE  
COME PLAY WITH US HERE"

BRIAN FRIEL



#LYRICBELFAST

# Main Duties and Responsibilities

## Productions

- To assist the Production Management team with the planning and delivery of the theatre's in-house production programme;
- To provide production management support for the Creative Learning programme under the supervision of the Production Manager and Head of Production;
- To liaise with directors, designers, and other members of production teams to ensure that key deadlines are met and help ensure projects are delivered on time and within budget;
- To ensure that all departments are kept informed of the requirements of the artistic team;
- To compile and distribute schedules, plans, and other necessary information as directed by the Production Management team;
- To work with the Scenic Construction team to plan and schedule the scenic build at the Lyric Scenic Workshop;
- To attend the fit-up, technical rehearsals, dress rehearsals, and first performance as required, ensuring that all technical notes arising from them are passed on and acted upon.

## Health & Safety

- To undertake assigned training within the organisations Health and Safety training portal;
- To comply with all relevant legislation including the promotion of a health and safety culture within the production team;
- To be active in the continued development and delivery of a safe and healthy workplace including the development of safe and efficient systems of working;
- To keep abreast of current developments in health and safety;
- To remain current with industry best practices;
- To comply with all relevant legislation and to champion the promotion of a health and safety culture within the organisation.

## Other

- To always observe the strictest confidentiality;
- To comply with the theatre's policies and practices on health and safety, and equal opportunities;
- To attend staff meetings and department meetings as required;
- To work for the benefit of the whole organisation;
- 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

- Have a degree/diploma in technical theatre or relevant area OR be able to demonstrate a minimum of 3 years relevant experience in production and/or technical theatre;
- Literacy and numeracy to an appropriate level – equivalent to GCSE C grade or above in English and Maths. Aged 18 or above by the time employment begins;
- Computer literate, fluent in the use of Excel, Word, PowerPoint, and Outlook applications.

## Desirable Criteria

- CAD drafting skills (AutoCAD, VectorWorks);
- Knowledge of sustainability in theatre production e.g., Theatre Green Book;
- First-aid training;
- Full clean driving licence.

## Personal Qualities

Successful applicants will be able to demonstrate the following qualities:

- Self-motivated, flexible, and able to work effectively under pressure;
- A willingness to learn and take direction;
- The ability to multitask, work calmly under pressure, and meet tight deadlines consistently;
- The ability to prioritise and cope with last minute changes;
- The ability to work well within a small, dedicated production team;
- The ability to work with and support all other departments;
- The ability to prioritise and plan their time effectively;
- Excellent written and verbal communication skills;
- Strong interpersonal skills. The ability to manage and sustain working relationships with multiple stakeholders;
- An enthusiastic and flexible approach to work;
- An interest in and enthusiasm for theatre.



# How to Apply

Please send your **Application Form**, including the contact detail of two **References**, and **equal opportunities monitoring forms** (downloaded from [Lyric Theatre website](https://www.lyrictheatre.co.uk)), quoting the reference **25LT19** in the subject heading to [recruitment@lyrictheatre.co.uk](mailto:recruitment@lyrictheatre.co.uk) or to The Monitoring Officer, Lyric Theatre, 55 Ridgeway Street, Belfast, BT9 5FB. Please also complete the [RTTA Equal Opps Monitoring Form 2025](#).

Failure to complete and submit an application form that demonstrates how you meet the criteria will result in your application being disqualified. Canvassing will disqualify.

## Closing Date

**Thursday 12<sup>th</sup> June at 12pm.** Late applications may not be considered.

## Accessibility

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

## 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 CV and Cover Letter 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 **23rd June 2025**. 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

