



HERITAGE MANAGER

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 has won multiple awards including Stage UK's Theatre of the Year 2023 and Excellence in Arts Education at the UK Theatre Awards 2022. We have staged co-productions with the Abbey Theatre, Soho Theatre and the Dublin Theatre Festival and toured to New York, London, Glasgow, and Dublin.

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.

OUR MISSION

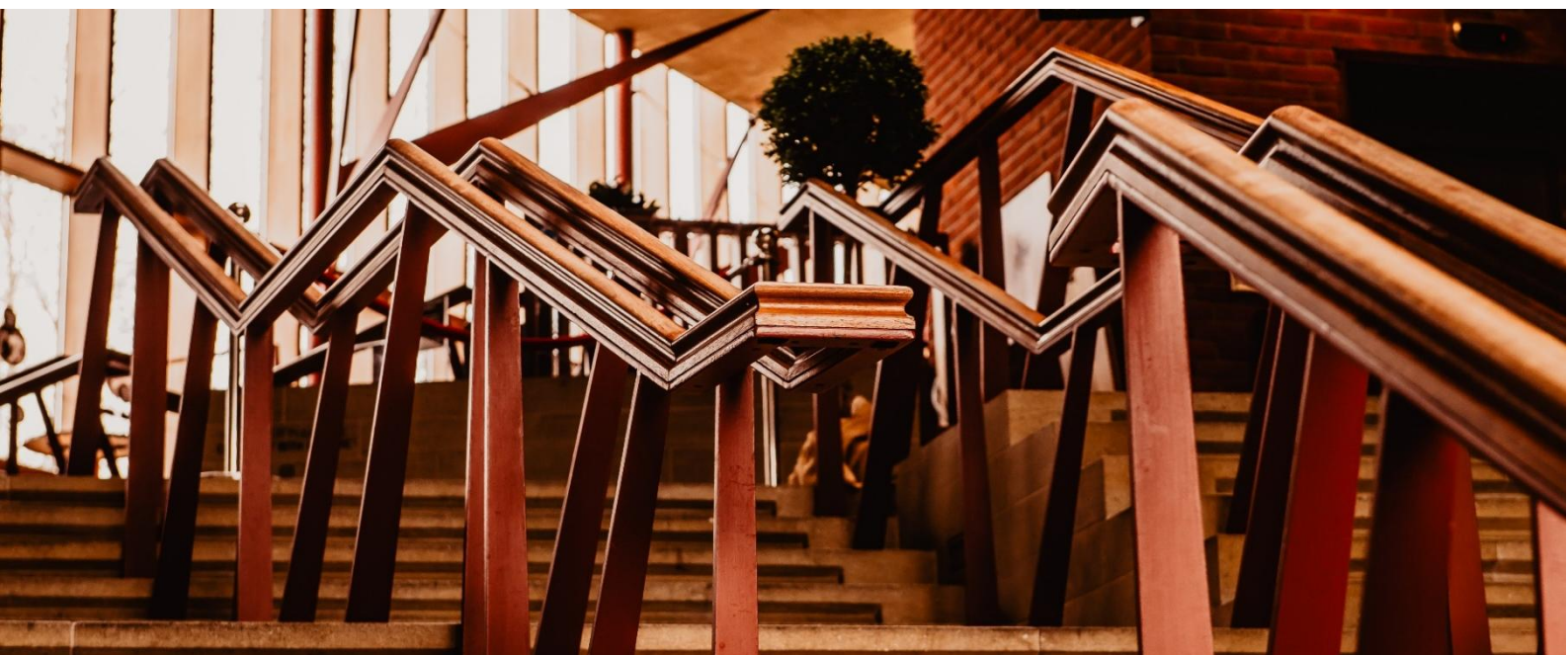
We are a shared civic space for artists, arts workers, and audiences alike; a creative hub for theatre-making, nurturing talent and promoting the role of the arts in society. Our mission is to *create, entertain, and inspire*.

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

Heritage Manager

LOCATION

Lyric Theatre, Belfast

SALARY

£31,500 (plus 3% pension contribution) per annum, dependent on experience.

CONTRACT

Fixed Term for 32 Months, Full-Time, 1 month notice period.

PROBATION

6 months

ANNUAL LEAVE

20 days discretionary plus bank/public holidays (currently 11 days). There may be occasions when it is required to work on a public or bank holiday for which a day in lieu will be given.

REPORTING TO

Head of Marketing & Development

WORKING WEEK

Working hours are 37.5 per week (excluding breaks), normally worked between 9am to 5pm. Due to the nature of the business the post holder will also be required to work occasional evenings and weekends. Time off in lieu will be granted for any work done on a statutory holiday.

PURPOSE OF THE POST

The Heritage Manager (Fixed-Term) is a new role within a small and passionate marketing and development team. The post holder will be primarily responsible for delivering a 3-Year Heritage project, including undertaking a condition survey, overseeing the cataloguing and preservation of archival materials, developing a public engagement programme working directly with our identified partners including NMNI, Linen Hall and our schools networks, including events, exhibitions and tours, and launching a dedicated history website to make the theatre's heritage widely accessible.

The Heritage Manager role is made possible with The National Lottery Heritage Fund. Thanks to National Lottery players, we have been able to create a new position at the Lyric Theatre which is an important step in safeguarding 75 years of Lyric Theatre archives, and opening them up in new ways for audiences, researchers, and the wider community.

KEY RELATIONSHIPS

Head of Development and Marketing, Marketing Manager, Marketing Officers, Development Officer, Costume Team and Box Office team

BENEFITS

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

- Additional paid day off for your birthday
- 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.

WORKING AT THE LYRIC

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.

MAIN DUTIES AND RESPONSIBILITIES

HERITAGE PROJECT

Work with stakeholders to deliver a 3-year Heritage Project at the Lyric. This includes:

- Undertaking a Condition Survey
- Overseeing the cataloguing and preservation of archival materials
- Overseeing management of Costume & Heritage collections who will be assessing, cataloguing, and improving costume storage onsite and offsite at Mallusk.
- Working with the team at Linen Hall on donation and archival process
- Update the Production Archive: Research and complete missing biographical information for productions, particularly from 1951 to 1967.
- Launching a dedicated history website to make the theatre's heritage widely accessible.
- Public Call out for local stories of the Lyric: recording stories from people who have worked in the Lyric, been audiences members, or had other associations with the theatre (mix of written testimonials and recorded audio of key figures) and manage programme of digital storytelling
- Create and launch an interactive Heritage Corner in the café bar for accessing Lyric heritage
- Managing budgets in relation to the project.
- Support digital marketing comms for Heritage project

PUBLIC ENGAGEMENT PROGRAMME

- Supporting the public exhibition, A House of Play, in February 26, in partnership with the Ulster Museum
- Developing and delivering a public engagement programme working directly with our identified partners including NMNI and Linen Hall
- Developing and delivering an outreach engagement programme for young people working with our Creative Learning team, and extensive schools network
- Investigate future events to promote sustainability work and costume archive

MANAGEMENT

- Represent the Lyric Theatre at Heritage events and lead relationship with Heritage partners, managing performance and leading by example in demonstrating the values of the Lyric;
- Manage third party suppliers and service providers, within procurement guidelines;
- Responsibility for working within agreed budgets, tracking and monitoring under/over spend and ensuring best value for money is obtained;
- Regular monitor and evaluation of project, with annual updates to Funders, Board and Senior Management team
- Contribute to the creation and development of strategic business plans, PR plans and overall marketing plan;
- Management of external evaluator for Final Project Review 2028
- Assist, as part of the team, with other duties to ensure the smooth running of the department;
- All staff are required to be professional, co-operative and flexible, as the role demands.

EVALUATION

- Regular monitor and evaluation of project, with annual updates to Board and Senior Management team
- Management of external evaluator for Final Project Review 2028

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

Qualifications:

- Qualification in Theatrical Costume / Cultural Heritage Management / History/ Archaeology or associated courses e.g., Fashion, Textiles, Marketing etc;
 - A degree-level qualification and a minimum of 3 to 5 years' experience in an Archiving, Heritage, Administration and/or Marketing or related environment;
- Event management experience;
- Excellent organisational skills including an ability to prioritise and work to tight deadlines;
- Excellent IT skills;
- Ability to demonstrate excellent copywriting, presentational and communication skills;
- Passion and interest in Heritage
- Planning and Project management skills
- Proven ability in budget management, funding applications, and grant reporting

DESIRABLE CRITERIA

- Experience of working in the arts industry;
- Experience of working in research and archive;
- Experience of working in/ interest in theatre.
- Familiarity with relevant legislation and regulatory frameworks (historic buildings, conservation, planning permission, heritage protection) in Northern Ireland / UK.

PERSONAL QUALITIES

Successful applicants will be able to demonstrate the following qualities:

- Ability to work collaboratively with diverse stakeholders.
- Creative flair and a good visual sense;
- Organisational skills and attention to detail;
- Excellent team working skills;
- The ability to take the lead on specific projects;
- Passion for great brands and good design;
- Good numeracy, budgeting and analytical skills;
- Passion in Heritage and in the history of the Lyric.

HOW TO APPLY

Please complete and submit our **Application Form**, available on our [website here](#), quoting the reference 25LT24 in the subject heading, to recruitment@lyrictheatre.co.uk.

You must also complete our **Equal Opportunities Monitoring Form** by clicking here <https://forms.office.com/e/nzfVg9wAe5> and entering the same reference 25LT24

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

Friday 31st October at 12 pm

We reserve the right to extend the application deadline, if required, to ensure a comprehensive selection process and attract a strong pool of candidates.

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 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 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

Interviews are planned for week commencing 3rd November 2025

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

