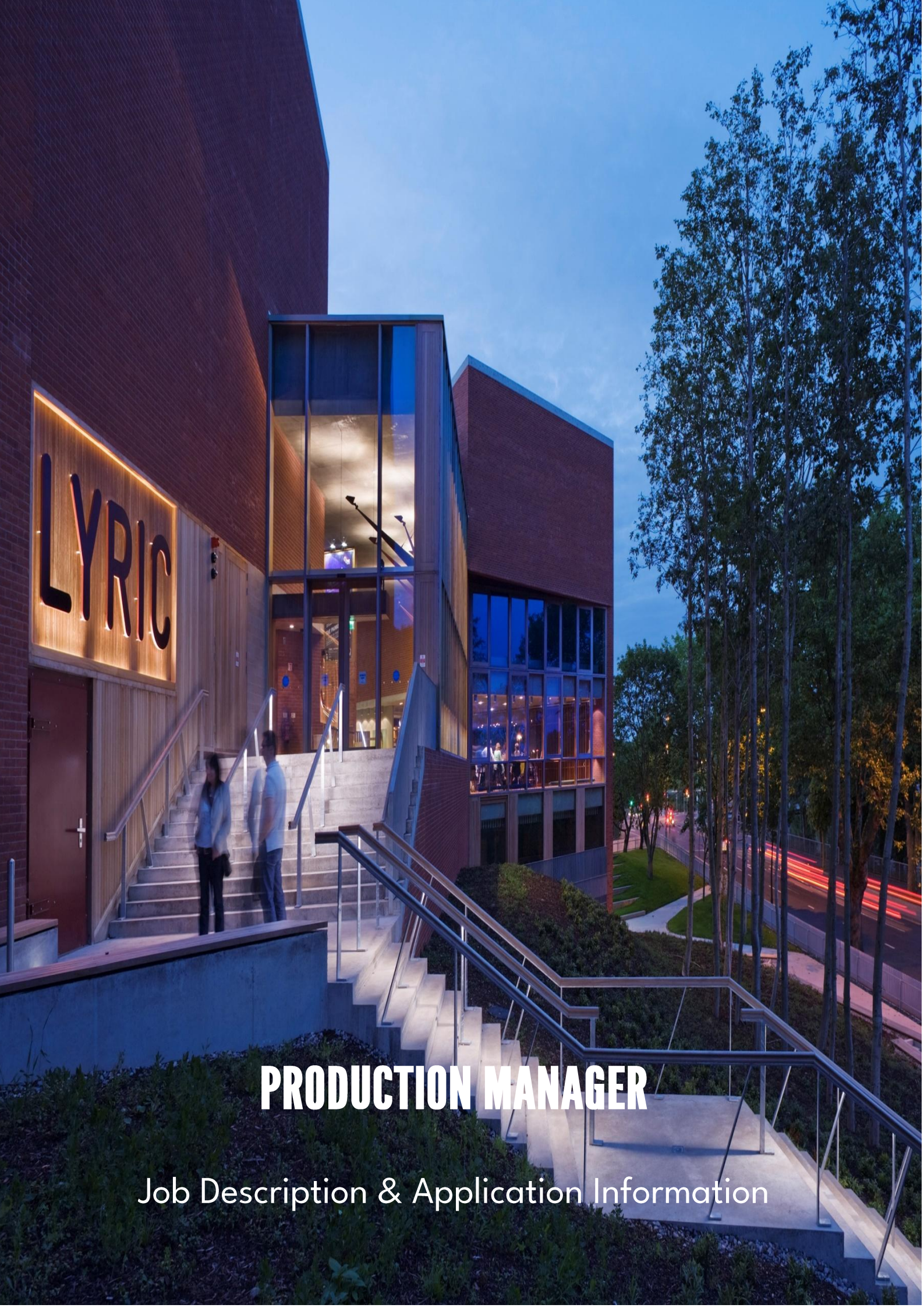




PRODUCTION MANAGER

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

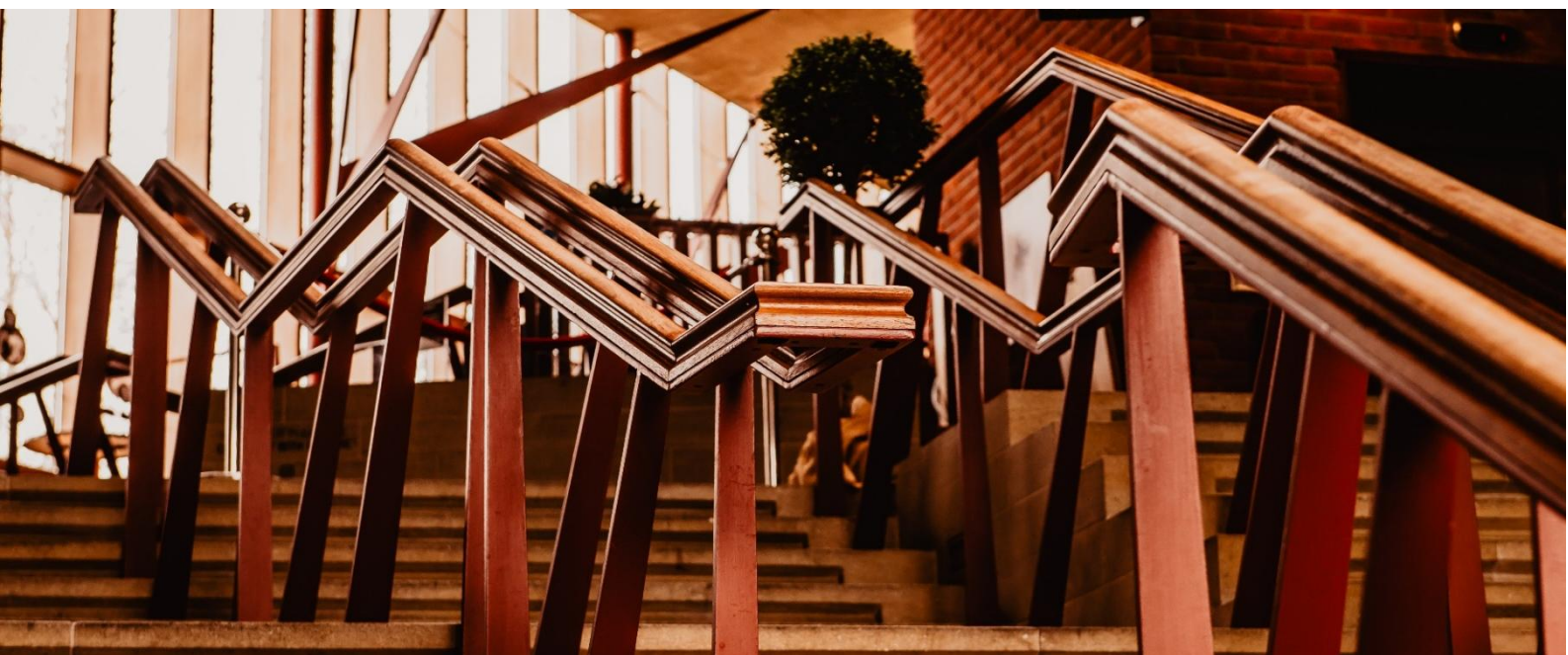
We are a shared civic space for artists, arts workers, and audiences alike; a creative hub for theatre-making, nurturing talent and promoting the role of the arts in society. Our mission is to *create, entertain, and inspire*.

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

Production Manager

LOCATION

Lyric Theatre, Belfast

SALARY

Circa £40,000

CONTRACT

Permanent, Full-Time

PROBATION

6 months

ANNUAL LEAVE

24 days discretionary plus bank/public holidays (currently 13 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 Production

WORKING WEEK

The standard working week will be 43 hours over 6 days.

Due to the nature of this position the weekly hours worked can vary significantly to meet the operational needs of the theatre and so a considerable degree of flexibility will be required from the post-holder. Any additional hours worked will be compensated by additional time off in lieu.

PURPOSE OF THE POST

The Production Manager is a key member of the production team. They will work alongside the Head of Production and programming team to deliver the Lyric's in-house productions on stage at the Lyric Theatre and on tour. They will be responsible for all aspects of planning, scheduling, and budgeting on Lyric Productions.

RESPONSIBLE FOR

Assistant Production Manager, casual and contract production staff and production technicians.

KEY RELATIONSHIPS

Executive Producer, Artistic and Programming Team, Production Directors and Designers, Stage Management Team, Technical Team, Scenic Construction Team, Finance 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

PRODUCTIONS

- To be the first and major point of contact with relevant designers and directors throughout the production process;
- To work with the Head of Production and Producers on initial planning and costings of in-house programme and projects;
- To be the principal interface between the production teams, and the producers and venue teams;
- To ensure that designers are fully aware of the restraints of budgets, staffing, Health and Safety requirements and the parameters of the building;
- To obtain accurate costings for all productions and staffing requirements and to ensure that designs can be delivered within budget;
- To ensure that production milestones and deadlines are met throughout the production process;
- To carry out an assessment of the design ambition at the concept and white card stages, and where necessary to work with the creative team to help bring the design within the agreed parameters and resources of the production;
- To co-ordinate and lead a high standard of delivery of sets, props, costumes, lighting, sound, and all other aspects of physical production within agreed briefs, budgets, and timescales;
- To work closely with creative teams to realise their designs and compositions maximising the use of the theatre's available resources;
- To chair production meetings and ensure that notes are taken and distributed in a prompt fashion;
- 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;
- 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, ensuring that all technical notes arising from them are passed on and acted upon;
- To plan staff requirements and make any necessary appointments to meet the needs of the theatre programme and production schedule;
- To address problems that arise within the production and where appropriate to communicate those problems to the Head of Production or other relevant senior staff;
- To work in conjunction with the Head of Production to co-ordinate any planned tours or transfers by the theatre;
- To work with the Head of Production and Finance team to reconcile all show budgets for which the post holder is responsible.

HEALTH & SAFETY

- To ensure that all production operations are carried out in compliance with relevant health and safety legislation and within the parameters of the organisations health and safety policy;
- To ensure that production Risk Assessments are carried out and distributed to the production and venue teams;
- To undertake assigned training within the organisations Health and Safety training portal;
- To develop and plan training programmes for members of the production team;
- 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

- A minimum of 3 years' professional experience in theatre production management;
- A proven track record of delivering projects to the highest standard of artistic and production values;
- Knowledge and practical experience of production and technical techniques including set construction, rigging, lighting, sound, and video;
- Experience of managing, reconciling, and reporting on financial and budgetary targets;
- Experience of managing a wide range of people and departments across a production process;
- Knowledge of Health and Safety legislation and procedures as related to the theatre industry and proven experience of implementing these legislative requirements in a positive and sympathetic manner;
- Computer literate, fluent in the use of Excel, Word, PowerPoint, and Outlook applications.

DESIRABLE CRITERIA

- CAD drafting skills (AutoCAD, VectorWorks);
- Health and Safety qualification e.g., IOSH;
- Knowledge of sustainability in theatre production e.g., Theatre Green Book;
- First-aid training;
- Knowledge of and experience of touring both domestically and internationally;
- Full clean driving licence.

PERSONAL QUALITIES

- Demonstrable calm, clear leadership skills;
- The ability to act on own initiative, dealing proactively with issues that arise;
- 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;
- Strong interpersonal skills. The ability to manage and sustain working relationships with multiple stakeholders;
- An enthusiastic and flexible approach to work;
- An ability to remain, calm, professional and positive when working under pressure;
- The ability to nurture the skills of individuals under their supervision;
- An interest in and enthusiasm for theatre.

HOW TO APPLY

Please complete and submit our **Application Form**, available on our [website here](#), quoting the reference 26LT09 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 26LT09

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

Midday on 12/10/26. 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.

Guaranteed Interview Scheme

We are committed to fostering an inclusive workplace and actively supporting under-represented groups. If you identify as disabled and **meet all essential criteria** for this role, you may request to be considered under our Guaranteed Interview Scheme, and we will guarantee you an interview. Please indicate this on your application form.

Please note: this guarantees an interview, not a job offer. All appointments are made on merit.

Interviews

First interviews are planned for week commencing 19th October. Final interviews are planned for the week commencing 26th October.

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

