



JOB DESCRIPTION – ASSISTANT DIRECTOR

BACKGROUND

The Lyric Theatre is 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 10 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 across Ireland, New York, London and Glasgow.

There are two group companies. The parent company (Lyric Theatre NI) is a company limited by guarantee and a registered charity. Lyric Theatre NI is the owner and operator of the theatre and is 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 successful café and bar are an important component of the business.

The combined turnover of the two companies is in excess of £2.5 million. The two companies employ in excess of 70 employees.

For more information on the Lyric Theatre visit www.lyrictheatre.co.uk.

PURPOSE OF THE POST

The Assistant Director is a new role within the Lyric team, designed to support the development of Directors for theatre in Northern Ireland. The successful candidate will assistant direct on two Lyric Main Stage Productions, as well as develop new plays as part of the New Playwright Programme Showcase. The Assistant Director will gain experience in working in a full-time producing theatre.

Our aim is to motivate and nurture emerging talent and create a wider network of up and coming Directors across the Island of Ireland. Mentorship from the Executive Producer and Literary Manager and other employees will be provided. This is a unique opportunity for an enthusiastic and emerging Director with at least two professional directing credits, this can include fringe shows and/or substantial community theatre work and/or student productions.

JOB TITLE

This title of this post is **Assistant Director**.

LOCATION

The post is based at the administration offices at 55 Ridgeway Street, Belfast, BT9 5FB. The successful applicant may also be required to tour with shows and in such cases travel expenses will be covered.

PAY SCALE

The post will attract an hourly wage rate of £8.21.

CONTRACT

The position is for a total of 1,000 hours over a fixed term period of 39 weeks. The notice period is 1 month.

WORKING WEEK

The average working week will be 26 hours over 6 days however due to the nature of this position a significant degree of flexibility is required from the post holder to meet the demands of the theatre's production schedule.

It is recognised that there may be circumstances where the amount of hours outside of a normal working week becomes excessive. In those circumstances time off in lieu may be granted at the discretion of the Executive Producer. Evenings and weekends is an inherent part of this job.

PROBATIONARY PERIOD

The appointment will commence with a probation period of one month which may be terminated at a week's notice by either side during the period. During this time the organisation reserve the right to dismiss the employee for unsatisfactory performance without recourse to the disciplinary procedure.

ANNUAL LEAVE

20 days discretionary plus bank/public holidays (currently 11 days), pro rata to the period of employment. 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

Executive Producer, Producer and Director (when assisting on specific productions)

RESPONSIBLE FOR

The individual will work closely with the freelance Director of two mainstage Lyric Productions and the Lyric production team to help achieve the overall artistic conception of each production. They will as well as assisting the Literary Manager in running development workshops for commissioned work and the New Playwrights Programme and work alongside the Executive Producer and Producer in the artistic planning of the theatre.

MAIN DUTIES AND RESPONSIBILITIES

Productions

- Attend all pre-productions meetings, production meetings, rehearsals, technical rehearsals, previews and press nights per production
- Work closely with the director and creative teams to realise their vision/designs and compositions maximising the use of the theatre's available resources
- Assist the casting director when required

Literary

- Give dramaturgical support to the Literary Manager when required
- Attend development workshops and readings as required

Programming

- Attend team meetings when required
- Immerse in the artistic planning of the theatre
- Attend visiting productions in the theatre

Other

- To observe the strictest confidentiality at all times;
- To comply with the theatre's policies and practices on health and safety, and equal opportunities; and
- To undertake other duties as may reasonably be required.
- Adhere by the Lyric Mission and values

The duties and responsibilities above are not exhaustive and are only an indication of the duties of the role.

ESSENTIAL CRITERIA

- Experience of directing at least two productions; this can include fringe shows and/or substantial community theatre work and/or student productions
- Demonstrable interest in pursuing a career as a theatre director
- Good knowledge of the theatre industry
- A passion to create amazing professional theatre
- Maths and English GCSE (or equivalent) grades C or above
- Ability to work as part of a team
- Ability to work nights and weekends when required
- Strong positive work ethic
- Good communication skills

DESIRABLE CRITERIA

- Third level training in directing or theatre related degree

PERSONAL QUALITIES

Successful applicants will be able to demonstrate the following qualities:

- Detail orientated
- Strong inter-personal skills, with excellent written and verbal communication skills.
- An enthusiastic and flexible approach to work
- The ability to plan and manage their own workload
- A natural problem solver with the ability to multi-task
- The ability to prioritise and plan their time effectively
- Creative Thinker

HOW TO APPLY

To apply please submit your CV along with a covering letter demonstrating how you meet the essential criteria and desirable criteria (if applicable), together with an Equality Monitoring form to info@lyrictheatre.co.uk or The Monitoring Officer, Lyric Theatre, 55 Ridgeway Street, Belfast, BT9 5FB.

If you have any queries about the position, or require further information, please contact Micheál Meegan, Head of Finance & HR on 02890 385675.

CLOSING DATE

The closing date for receipt of applications is **5pm, Tuesday 16th July 2019.**

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 on the basis of merit.

Canvassing will disqualify.

INTERVIEWS

It is proposed that interviews for this post will be held during the week commencing Monday 22nd July 2019.

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