



JOB DESCRIPTION – PRODUCTION INTERN

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 Production Intern is a new role within the Production team. They will provide technical support to the theatre's production department in one of the three key areas; Technical, Stage Management or Costume. This is a unique opportunity for an enthusiastic and dedicated individual with a strong work and learning ethic to gain experience and develop their skills in the technical theatre industry.

The Production team currently includes a Head of Production, Company Stage Manager, Wardrobe Supervisor, Assistant Production Manager, Senior Technician (Lighting & Sound), Wardrobe Assistant, 3 Theatre Technicians and 2 Assistant Stage Managers.

JOB TITLE

This title of this post is **Production Intern**.

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 be paid at the National Minimum Wage.

CONTRACT

The position is for a fixed term of 26 Weeks. The notice period is 1 month.

WORKING WEEK

The standard working week will be an average of 32 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 Head of Production. Evening and weekend is an inherent part of this job. Time off in lieu will be granted for any work done on a statutory holiday.

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

Head of Production and either Senior Technician, Company Stage Manager, or Costume Supervisor.

MAIN DUTIES AND RESPONSIBILITIES

Working closely within your particular production department to realise the designs and compositions of the creative teams and maximise the use of the theatre's available resources:

TECHNICAL DEPARTMENT

- Working with the Senior Technician and venue technicians to deliver all technical aspects of in-house production and visiting productions at the Lyric.
- Assisting with rigging, focusing, plotting, and operation of lighting and sound equipment as well as operation of the counterweight flying system under supervision.
- Assisting with the maintenance of all lighting, sound, rigging, masking & access equipment to an acceptable health & safety standard
- Maintaining all technical working areas to an acceptable standard
- Carrying out production research
- Attendance at production meetings
- Any other tasks as may reasonably be required

STAGE MANAGEMENT DEPARTMENT

- Working with the Company Stage Manager and stage management teams to deliver in-house productions at the Lyric.
- Assisting in the planning of rehearsal and production activities, including rehearsal room mark-up and pre-production planning
- Assisting in the running of stage management facilities, including the rehearsal room, workshop, and prop stores.
- Sourcing, manufacturing and maintenance of production props.
- Carrying out production research
- Attendance at production meetings
- Any other tasks as may reasonably be required

COSTUME DEPARTMENT

- Working with the costume supervisor and costume assistant to deliver the costume designs for in-house productions at the Lyric.
- Assisting in the planning of wardrobe activities including manufacturing of costumes, and upkeep and maintenance of costumes.
- Maintaining wardrobe facilities and working areas to an acceptable standard.
- Liaising with other departments in respect of Theatre equipment. E.g. soft clothes, etc.
- Carrying out production research
- Attendance at production meetings
- Any other tasks as may reasonably be required

ALL DEPARTMENTS

- Demonstrate a high level of technical excellence, flexibility and customer service;
- Work with programming colleagues to schedule activities in both auditoria and any outside tours, transfers or site-specific projects;
- Contribute to the day to day running of the organisation and serve its long-term interests.
- Comply with all relevant legislation.

- Assisting in the running of the Lyrics hire activities.
- To comply with the company's health and safety policy
- Carrying out suitable risk assessments for technical areas
- To undertake work in safe manner
- To be familiar and assist with fire evacuation procedures

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

ESSENTIAL CRITERIA

- Demonstrable experience working in either technical theatre, stage management or costume at any level.
- Maths and English GCSE (or equivalent) grades C or above.
- Fitness and stamina to fulfil the requirements of the post including the ability to work at height if required.
- Ability to work as part of a team.
- Ability to work nights and weekends.
- Genuine “can-do” attitude and strong positive work ethic.

DESIRABLE CRITERIA

- Holds a valid driving license.

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

HOW TO APPLY

To apply please submit your CV along with a covering letter outlining which of the three key areas (Technical, Stage Management or Costume) you wish to be considered for, and demonstrating how you meet the essential 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