



## **DIGITAL PRODUCTION MANAGER**

*Job Description and  
Application Information*

## **BACKGROUND**

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. Our mission is to create, entertain, and inspire.

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.

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 £2.9 million. The two companies employ in excess of 80 employees. For more information on the Lyric Theatre, visit [www.lyrictheatre.co.uk](http://www.lyrictheatre.co.uk).

## **PURPOSE OF THE POST**

Cultural organisations have a powerful role to play for audiences in the digital age. This became particularly evident when the theatre was forced to close due to Covid-19 and live productions ceased. Despite our stages being dark, we continued to offer engagement with audiences through online, digital, and broadcast content, producing a comprehensive programme of high-quality digital content:

- A four-part series of new work across different art forms (New Speak)
- A series of short films commissioned by the BBC (Splendid Isolation: Lockdown Drama)
- A series of audio plays (Listen at the Lyric)
- A programme of pre-recorded plays from Lyric's archive
- A full staging of a new play recorded for broadcast by BBC 4/ BBC Arts (Sadie)
- Digital versions of two of our Creative Learning productions for distribution to schools across Northern Ireland (Blackout & Eco Schools)

Our ambition is to develop our digital infrastructure and expertise, producing large scale productions for live stream and digital dissemination, enabling us to deliver excellence in digital cultural production. Throughout 2021 we aim to test protocols, upskill and train staff as well as explore the artistic process of creating theatre to reach a digital audience and become a leader in live-to-digital output. This is a new post which is being established to develop the digital infrastructure of the Lyric for the delivery of its production programme across both live and digital platforms.

## **JOB TITLE**

This title of this post is **Digital Production Manager**.

## **LOCATION**

The post is based at the Lyric Theatre, 55 Ridgeway Street, Belfast BT9 5FB. The successful applicant may also be required to be available to work off-site on location and on tour.

## **PAY SCALE**

Annual Salary in the region of £27,000 - £29,000 (plus 3% pension contribution) per annum, for an exceptional candidate pro rata to the term of the contract.

## **CONTRACT**

The position is for a fixed term of one year, with the aspiration that this will develop into a permanent position. The notice period is 1 month.

## **PROBATIONARY PERIOD**

The appointment will commence with a probation period of six months which may be terminated at a month'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.

## **WORKING WEEK**

The standard working week will be 37.5 hours over 5 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 number of hours outside of a normal working week becomes excessive. In those circumstances time off in lieu will be granted at the discretion of the Head of Production. Evening and weekend work is an inherent part of this job. Time off in lieu will be granted for any work done on a statutory holiday.

## **REPORTING TO**

Head of Production

## **RESPONSIBLE FOR**

Supervising the work of Digital Production Technicians who may be recruited on a full-time or casual basis throughout the year.

## **MAIN DUTIES AND RESPONSIBILITIES**

### **Productions**

- To lead on all technical aspects of production outputs with respect to broadcast, capture, live-streaming and digital content creation.
- To work with production designers and production teams on the realisation of their designs within agreed budgets.
- To work in collaboration with the Lyric's programming and production teams to deliver content to the professional quality and standard expected of the Lyric Theatre.
- To oversee video installations, projectors, camera equipment, and video processing equipment as part of production fit-ups or at off-site filming locations.
- To work on film and capture projects in post-production alongside creative teams to deliver final content for broadcast or dissemination.
- To work with the wider technical and production teams on the delivery of both the in-house programme and as a support to the visiting programme.

### **Staff and Resource Management**

- To contribute to the day to day running of the organisation and serve its long-term interests as a senior member of the production department.
- To line manage and direct any full-time and casual Digital Production technicians who may be recruited throughout the year.
- To research and provide guidance on the procurement of any camera, video, and media equipment or software to best deliver the ambition of the Lyric's long-term digital strategy.
- To be responsible for the upkeep and maintenance of digital, video, and media equipment and to track assets and their deployment and allocation on projects.
- To be responsible for the safe storage of digital assets and to ensure that all content and archive materials are appropriately accounted for.
- To plan staffing requirements for projects to ensure the needs of the project are met.
- To track and maintain inventories of consumable items relating to their area of competence and accountability.

### **Commercial**

- To work with the Lyric's marketing team to provide support in the creation of content for online and broadcast promotion of the Lyric's activities.
- To provide support to the delivery of the Lyric's hire activities by providing digital, video, and media support for conferences and other commercial lettings of the Theatre.

### **Health & Safety**

- 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 and ensuring compliance with the requirements of the Theatre's Health & Safety Policy.
- To ensure the maintenance and safety of all working areas and implementing best practice across the department.

- To ensure the health and safety of the filming, capture, and recording aspects of events and productions within the theatre and on location are properly managed and documented (including contributing to the preparation of an activity risk assessment).
- To comply with all relevant legislation and to champion the promotion of a health and safety culture within the organisation.

### **Finance and Administration**

- To ensure correct procurement procedures are followed at all times.
- To assist the Head of Production in the management of digital, video, and media budgets working within agreed financial policies and procedures.
- To ensure that all facilities and equipment are maintained in good working order and that asset registers are kept up to date.

### **Other**

- 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 Head of Production and Executive Producer.

## **PERSONNEL SPECIFICATION**

### **Essential Criteria**

- Knowledge and professional experience of contemporary theatre practices and the theatre production process.
- Knowledge and professional experience of broadcast digital, video, and media equipment to include a range of camera equipment, editing software, projector set up, vision mixing, and streaming services.
- Knowledge and experience of capturing and processing digital media content.
- Experience of working with a live multi-camera set up.
- Knowledge and experience of video editing software including Adobe Premiere Pro and / or Final Cut Pro.
- Experience of postproduction including multi-track picture and audio editing.
- Experience of working effectively within budgets.

### **Desirable Criteria**

- Relevant degree or equivalent professional qualification in Theatre, Film or Television.
- Knowledge of visual effects, animation, and computer-generated imagery.
- Knowledge and experience of advanced postproduction editing and colour grading.
- Experience with Black Magic Design URSA range of cameras and accessories.
- Experience of live broadcast video mixing with multiple cameras.
- Experience with Black Magic Design ATEM Live Production Switchers.
- Experience of remotely operated PTZ camera set ups for live events.
- Experience of projection video mapping.
- Experience with incorporating video content into live productions including the use of media servers in live performance.
- Experience with managing IT network systems.

### **Skills & Behaviours**

- A strategic thinker with the ability to look forward and develop this new role and department.
- A creative thinker who is inquisitive and who tries to find new and exciting and creative solutions.
- A demonstrable commitment to your own personal development and a willingness to engage in learning opportunities whenever possible.
- Strong interpersonal skills. Able to work with multiple stakeholders on projects.
- Excellent written and verbal communication skills.
- Strong IT and technical skills. Proficient with MS office package including Word, Excel, and PowerPoint.
- A natural problem solver with the ability to multitask.

## HOW TO APPLY

To apply, please submit your **CV** along with a two-page **Covering Letter** of no more than 1000 words demonstrating how you meet the essential criteria and desirable criteria (if applicable). Included with your application should be the details of two people, not related to you, to whom reference may be obtained (including names, address, email, phone number and occupation). One of your **referees** must be your current or most recent employer. Also, a completed **Equal Opportunities Monitoring Form**, which can be downloaded from the Lyric Theatre website.

Please send your CV, Cover Letter, References and Equal Opportunities Monitoring Form to [recruitment@lyrictheatre.co.uk](mailto:recruitment@lyrictheatre.co.uk) or to The Monitoring Officer, Lyric Theatre, 55 Ridgeway Street, Belfast, BT9 5FB. Failure to complete and submit a covering letter that demonstrates how you meet the criteria will result in your application being disqualified. Canvassing will disqualify.

## CLOSING DATE

The closing date for receipt of applications is **Tuesday 4<sup>th</sup> May 2021 at 12pm**. Late applications will not be considered.

## 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. Applicants must 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.

## INTERVIEWS

It is proposed that interviews for this post will be held in the week commencing **10<sup>th</sup> May 2021**. 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 Black, Asian and Minority Ethnic (BAME), disabled and LGBTQI+ candidates who are under-represented across the sector.