



## **SCENIC CONSTRUCTION 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**

The Scenic Construction Manager is a new post which is being established to lead on scenic construction for Lyric Theatre Productions. While we continue to face challenges as we work towards reopening and presenting shows to live audiences again, we are planning for work to be produced on both our stages in the very near future.

In line with our strategic priorities, we are seeking to develop our in-house capacity to deliver and control more of our production processes from within: making the theatre more resilient for the future, improving our environmental sustainability practices, as well as delivering commercial benefits.

Scenic construction is an integral part of the creative process, and also represents one of the most significant areas of cost and potential for waste. The Lyric is committed to minimising the adverse environmental effects caused as a result of what we do. We are ambitious in setting ourselves green targets across the organisation and want to ensure that we take every advantage to reduce the use of raw materials in our sets, and every opportunity to reuse materials where possible.

This dedicated role will also enable us to be more reactive to programming and production opportunities which may present themselves at short notice and allow us to deliver scenic elements with consistency and to the professional quality and standard expected of the Lyric Theatre.

**JOB TITLE**

This title of this post is **Scenic Construction Manager**.

**LOCATION**

The post is based at the Scenic Construction Workshop at 2 Trench Rd, Mallusk, Newtownabbey BT36 4LB. The successful applicant may also be required to be in attendance at the Theatre in Ridgeway Street and to tour with shows when required.

**PAY SCALE**

Annual Salary in the region of £29,000 - £32,000 (plus 3% pension contribution) per annum, depending on experience.

**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 amount 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 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**

Managing the Scenic Construction Department and Workshop.

## **MAIN DUTIES AND RESPONSIBILITIES**

### **Productions**

- To lead on all scenic builds for all productions, projects, and events for internal productions and events, including fit-ups and get-outs in all spaces and off-site where necessary.
- To ensure that all fit-ups and get-outs are fully planned and communicated, and that all scenery and equipment is safely installed and dismantled.
- To ensure that scenic delivery on all productions and events are realised to the highest possible standard and within agreed budgets.
- To work closely with the creative team, production management, and other departments to realise the scenic elements of productions and events, including ensuring appropriate levels of staffing.
- Contribute to programme planning and production meetings to address production, technical, and scheduling issues.
- Offer help, guidance, and practical advice to designers to realise the scenic ambition of productions.

### **Staff and Resource Management**

- To manage all workshop casual and freelance construction staff and scenic installation staff as required.
- To assist the Head of Production with the requirement of and management of apprentice or work placement staff.
- To assist the Head of Production in the development of a wide pool of freelance and casual construction staff.
- To manage the construction workshop, ensuring that all tools, materials, and equipment are fit for purpose, well maintained, and kept in a safe condition.
- To ensure that there is adequate provision of training for all workshop users and staff.
- To ensure that a programme of Planned Preventative Maintenance is established for all workshop plant and equipment.
- To source, order, and manage stock of scenic production materials.
- To ensure a commitment to reusing scenic components and elements; to ensure that scenery no longer required by a production is broken down into usable parts and to reduce waste and improve sustainability in line with the organisation's strategic priorities.

### **Commercial**

- To develop the Scenic Construction Department to be able to deliver third party projects, providing a revenue source for the organisation.
- To promote the Lyric's Scenic Construction Department as a resource available to the wider sector within Ireland and GB.

## **Health & Safety**

- To act in accordance with the Lyric Theatre's Health and Safety Policy at all times, giving due regard to the health and safety of both yourself and others in carrying out the duties of this post.
- To be a champion of good health and safety practices in relation to the scenic workshop and the theatre, and to be a role model for casual and freelance staff in these standards.
- To keep abreast, work in accordance with, and maintain accurate records in respect to all applicable Health and Safety legislation, including LOLER, WAH, PUWER, EAW, COSHH, and CDM regulations.
- To ensure that safe working practices are followed in the construction workshop at all times.
- To ensure that any person using machinery and equipment in the construction workshop has been properly trained and a record of their training maintained.
- To ensure correct disposal of waste or any otherwise hazardous materials.
- To ensure that all risk assessments are carried out for relevant tasks and for the Scenic Construction Workshop.

## **Finance and Administration**

- To ensure correct procurement procedures are followed at all times.
- To assist the Head of Production in the management of scenic construction 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 experience of contemporary theatre practice and working effectively within the theatre production process.
- Experience of managing a scenic construction workshop with evidenced track record as a professional lead scenic / theatre carpenter.
- Knowledge and experience of scenic construction materials and techniques, including timber, metal, and plastics construction processes.
- Experience of managing and delivering the scenic builds of productions and events from budgeting to completion to a high standard.
- Experience of flying, rigging, and dismantling scenery, cloths, tracking, and other scenic elements.
- Experience of hand tool and machine maintenance and general repair of workshop equipment.
- Experience of working effectively within budgets.

### **Desirable Criteria**

- Relevant degree or equivalent professional qualification in scenic design and / or construction.
- Knowledge and experience of scenic art and prop making materials and techniques.
- Knowledge of scenic construction in film and television or other related industry.
- Experience of welding.
- Experience of AutoCAD or VectorWorks.
- Experience of training and / or developing less experienced staff.

### **Skills and Behaviours**

- A strategic thinker, with an ability to look forward and to develop this new role and department.
- A creative thinker who is inquisitive and who tries to find new and exciting and creative solutions.
- Committed to sustainable practices and broader environmental impact of our work.
- A demonstratable 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.
- 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. 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.

## 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.