

# LYRIC



## **BUILDING MAINTENANCE OPERATIVE**

*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.

The Lyric Theatre is a purpose-built modern theatre designed by architects O'Donnell + Tuomey and completed in 2011. It comprises two performance spaces, a rehearsal room, Café Bar, offices, meeting rooms, and workshop spaces. In 2021 it was awarded the RIAI Gold Medal for Architecture.

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. In 2021 we were shortlisted for Theatre of the Year in The Stage Awards.

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**

This is a new role which will assist the buildings and technical teams to take responsibility for front line maintenance across the Lyric's building and grounds.

The post-holder will assist with the programme of planned preventative maintenance across the building to ensure ongoing compliance with applicable regulations and legislation.

## **JOB TITLE**

This title of this post is **Building Maintenance Operative**.

## **RESPONSIBLE TO**

Head of Production / Head of Customer Services.

## **KEY RELATIONSHIPS**

Front of House, Box Office, and Customer Services Team; Buildings and Technical Team; Visitors and Contractors.

## **LOCATION**

The post is based at the Lyric Theatre, 55 Ridgeway Street, Belfast BT9 5FB. The successful applicant may also be required to work at our Workshop site in Mallusk.

## **CONTRACT**

The position is permanent and part-time. The notice period is 1 month.

## **WORKING WEEK**

The standard working week will be 25 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 your line manager. 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.

## **SALARY AND BENEFITS**

Annual Salary in the region of £21,000 - £23,000, depending on experience (plus 3% pension contribution), to be pro-rata for part-time hours.

The Successful candidate will also receive:

- Access to a free and confidential Employee Assistance Programme;
- Auto Enrolment in pension scheme with employer contribution;
- A comprehensive induction and annual training programme;
- Complimentary ticket allowance for Lyric Theatre Productions.

## **ANNUAL LEAVE**

20 days discretionary plus bank/public holidays (currently 11 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.

## **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.

## MAIN DUTIES AND RESPONSIBILITIES

### Facilities

- To identify maintenance tasks around the building and to pro-actively carry out front line basic maintenance for the building to include repair and maintenance of lighting, electrics, plumbing, doors, windows, and other parts of the building structure;
- To ensure that testing and inspections are carried out on equipment as required. This should include regular functional testing of life-safety systems as well as scheduling periodic inspection and certification of equipment required for statutory compliance;
- To manage and track planned preventative maintenance and to ensure that records are kept up to date;
- To ensure that work areas within the building and its grounds are maintained and kept clean and tidy;
- To ensure that all exterior pathways and outdoor areas of the site are maintained and kept clean and tidy;
- To develop relationships with external contractors and to schedule and supervise contractors working at the Lyric.

### Health & Safety

- To ensure the maintenance and safety of all working areas and implementing best practice across the department;
- To comply with all health and safety policies and to champion the promotion of a health and safety culture within the organisation.

### Operational

- To act as out of hours key holder and as a Duty Safety Officer outside of performance times;
- To ensure correct procurement procedures are followed at all times;
- 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 Duty Manager or Senior Management Team.*

## **PERSONNEL SPECIFICATION**

### **Essential Criteria**

- At least 2 years' experience of facilities and building maintenance within a busy operating environment;
- At least 2 years' experience in electrics, plumbing, or carpentry;
- IT and computer skills. Knowledge of MS Office including Word, Excel, and Outlook;
- Practical knowledge of Health and Safety.

### **Desirable Criteria**

- Relevant education, training, or equivalent professional qualification in plumbing, electrics, or carpentry;
- Health and Safety Training; First-aid training; Fire marshal; IOSH;
- Experience of working in a theatre or other public building;
- IT skills to be able to provide front-line IT support and to work with our IT contractor.

### **Personal Qualities**

- The ability to act on own initiative, dealing proactively with issues that arise;
- 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.

## 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). You should also provide details of two **Referees** (including names, address, email, phone number and occupation), with one of them 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, quoting the reference **22LT07** in the subject heading 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 **12pm on Friday 8<sup>th</sup> July 2022**. 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 **w/c 18<sup>th</sup> July 2022**. 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 People of The Global Majority, disabled and LGBTQI+ candidates who are under-represented across the sector.