

# LYRIC



## **CREATIVE LEARNING MANAGER (Maternity Cover)**

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

For more information on the Lyric Theatre, visit [www.lyrictheatre.co.uk](http://www.lyrictheatre.co.uk).

## **CREATIVE LEARNING**

The award-winning Creative Learning department runs an extensive programme of education and outreach work across Northern Ireland; it is an integral part of the work of the theatre. We provide a wide range of courses for actors, run workshop programmes for Primary and Secondary schools, engage with a number of community groups and work with major UK organisations such as the National Theatre and the Royal Shakespeare Company to deliver programmes with young people and amateur theatre makers. Our Drama Studio programme for aspiring professional actors is our flagship training course and a significant number of participants gain places at major Drama Schools each year.

Our Theatre School & Summer programmes engage with young people from 4 – 18 years old. The classes are taught by experienced theatre practitioners and allow young people to explore a range of drama techniques in a professional environment. The ethos of Theatre School is centred on excellence and professionalism; we pride ourselves on delivering high quality training for young people interested in theatre. The ethos focuses on the quality of learning: exploring the world of professional theatre by introducing and developing a wide range of fun, creative and challenging performance skills.

For more information on Creative Learning visit [www.lyrictheatre.co.uk/creative-learning/](http://www.lyrictheatre.co.uk/creative-learning/)

## **PURPOSE OF THE POST**

The post is to cover the role of Creative Learning Manager for a period of maternity Leave. The Creative Learning Manager plays a key role in the theatre, coordinating and developing the work of the Creative Learning department in Primary and Secondary Schools, together with the department’s Theatre and Summer Schools. This includes leading on facilitation of workshops, and the production/management of TIE Projects.

**JOB TITLE**

This title of this post is **Creative Learning Manager (Maternity Cover)**.

**RESPONSIBLE TO**

Head of Creative Learning.

**KEY RELATIONSHIPS**

Creative Learning Administrator, Creative Learning Facilitators, Senior Management Team, Marketing Team, Finance Team, Production Team.

**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.

**CONTRACT**

The position is fixed term for 9 months with possible extension and full-time. The notice period is 1 month.

**WORKING WEEK**

The working week runs Monday to Sunday. The average working week will be 37.5 hours worked across up to 5 days. Due to the nature of this position the weekly hours worked can vary significantly to meet the operational needs of the department and so a degree of flexibility will be required from the post-holder. Evening, weekend work, and unsociable hours are an inherent part of this job.

**SALARY AND BENEFITS**

Annual Salary is £27,000 (plus 3% pension contribution) per annum.

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

### General Responsibilities

- Coordinating and developing the work of the Creative Learning department in Primary and Secondary Schools, together with the department's Theatre and Summer Schools;
- Recruiting and managing, in consultation with the Head of Creative Learning, Facilitators and Assistant Facilitators to deliver the schedule of workshops in all four areas of work above and some additional projects, as programmed;
- Monitoring and evaluating activity and providing reports as appropriate;
- Promoting the Lyric Theatre as an arts centre that meets the needs of and is attractive to young people;
- Coordinate the activity and engagement of the Education Advisory Panel;
- Act as Child Protection Officer and attend relevant Safeguarding training;
- Updating of the Lyric Safeguarding Policy in consultation with Volunteer Now;
- Maintaining the digital profile of the department, with Marketing and other colleagues;
- Ensuring that Performance Licences are obtain for any relevant showcases from the Education Authority.

### Theatre School

- Developing, with the advice of established practitioners and the Head of Creative Learning, an overall outline Programme of Study for the 5 age groups of Theatre School and providing support and guidance to facilitators delivering the workshops;
- Teaching at least one of the weekly Theatre School classes;
- Leading on the *Theatre School On-the-Road* initiative;
- Working with the Creative Learning Administrator, co-ordinate communication with parents, facilitators and participants.

### Summer School

- To coordinate and oversee the annual Summer School programme;
- Deliver at least one week of workshops in the programme;
- Working with the Creative Learning Administrator, co-ordinate communication with parents, facilitators and participants.

### Primary & Secondary Schools

- Designing and delivering a programme of workshops and projects in both sectors;
- Managing the Schools Affiliation Scheme;
- Engaging with teachers in both sectors, offering advice and support.

### Project Management

- Managing and developing relationships with external organisations eg NT, DAERA, Frantic Assembly;

- Producing Theatre-in-Education tours, including with the assistance of other, casting and programming tour schedules;
- Creating additional educational resources to complement projects.

### **Development**

- Developing and enhancing the relationship between the Creative Learning department and schools and colleges throughout Northern Ireland;
- Maintaining an overview of current issues in Arts Education, particularly GCSE and A Level specifications, delivered in the formal education sector;
- Attending outreach events including presentations and events in schools eg Careers evenings, performances;
- Working with the Head of Creative Learning and other staff to identify and secure funding for education and outreach activities.

*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 Creative Learning*

## PERSONNEL SPECIFICATION

### Essential Criteria

- A third level qualification;
- A relevant post-graduate qualification or 3 years' experience in a similar post;
- Significant experience of facilitating workshops in the formal education sector and for recognised professional theatre companies;
- Significant experience of delivering/ performing in Theatre in Education projects;
- At least six months experience of administration and education work.

### Desirable Criteria

- A graduate or post-graduate qualification from a recognised Drama School;
- Experience with Social Media platforms;
- Full clean driving licence;
- An interest in and enthusiasm for theatre.

### Skills & Behaviours

- The ability to act on own initiative, dealing proactively with issues that arise;
- The ability to multitask, work calmly under pressure, and meet tight deadlines consistently;
- The ability to prioritise and cope with last minute changes;
- The ability to work well within a diverse range of people at different levels;
- The ability to work with other departments;
- 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;
- An ability to remain, calm, professional and positive when working under pressure;
- The ability to nurture the skills of individuals under their supervision.

## 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 **22LT15** 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 Monday 15<sup>th</sup> August 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. This includes 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 22<sup>nd</sup> August 2022**. As part of the interview process you may be asked to take part in a practical assessment. 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 has a policy on the Recruitment of Ex-Offenders which can 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.