



CREATIVE LEARNING ADMINISTRATOR (Part-time)

*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.

PURPOSE OF THE POST

This is an exciting opportunity to join our Creative Learning team and support the delivery of our educational and outreach programme.

This is a key role, which will provide general administrative support for the Creative Learning department and ensure the smooth running of the office. This includes maintaining accurate records for events, participants, facilitators and workshops, processing and recording of invoices, purchase orders and petty cash including updating departmental budgets, assisting with the marketing and sale of creative learning events and liaising with other departments to coordinate projects. The role also plays a key role in maintaining the theatre safeguarding policies and procedures.

The post-holder will work as part of the Creative Learning department which consists of the Head of Creative Learning, the Creative Learning Schools Co-Ordinator and a pool of facilitators and assistant facilitators.

JOB TITLE

This title of this post is **Creative Learning Administrator**.

REPORTING TO

Head of Creative Learning

RESPONSIBLE FOR

Providing administrative support for the Creative Learning team.

LOCATION

The post is based at the Lyric Theatre, 55 Ridgeway Street, Belfast BT9 5FB.

PAY SCALE

Annual Salary in the region of £18,000 - £20,000 depending on experience (plus 3% pension contribution), to be pro-rata for part-time hours.

CONTRACT

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

PROBATIONARY PERIOD

The appointment will commence with a probation period of nine months, which may be terminated at a month's notice by either side during the period. During this time, the organisation reserves 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). 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

Standard working hours are 17.5 hours per week (excluding breaks), worked over 5 days. A degree of flexibility is required and there will be occasions when the post holder will be required to work in excess of these hours to meet the needs of the business. No additional payment will be made for such hours, and will be worked on a TOIL basis as approved by your line manager.

Due to the nature of the business the post holder may also be required to work occasional evenings and weekends.

MAIN DUTIES AND RESPONSIBILITIES

Administration

- Providing general administrative support for the Creative Learning team.
- Acting as a central point of contact for participants in the Creative Learning programme, including registration of details and distribution of relevant administrative information.
- Maintaining accurate records of events, participants, facilitators and workshop assistants.
- Booking and setting up accommodation for Creative Learning events.
- Completion of weekly time sheets for any Creative Learning staff on payroll.
- Ensuring that Creative Learning resources are properly documented, maintained and stored.
- Ensuring the smooth running of the office on a day-to-day-basis.

Safeguarding

- Ensuring Safeguarding policies and relevant documents are kept up-to-date.
- Ensuring Access NI checks are carried out, where necessary, for freelance staff and that these are kept up to date and renewals monitored.
- In liaison with other Creative Learning staff, applying for performance licences for children involved in productions.

Financial

- Administration of contracts for facilitators and other freelance staff.
- Processing and recording of invoices, purchase orders and petty cash and ensuring that all transactions are recorded in the departmental budget.
- Maintaining accurate records in Creative Learning budget documents.

Marketing & Sales

- Supporting the promotion of the Creative Learning programme to potential participants e.g. schools, community groups and theatre professionals.
- Coordination with Box Office, ensuring Creative Learning events are advertised and made available for sale on the theatre's booking system and website.
- Working with the Marketing department to promote the work of the Creative Learning department, including liaising with designers & printers to produce marketing material.
- Capturing participant and audience feedback from Creative Learning events to include numbers attending, profile and postcode analysis and maintaining records.

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 minimum of one year's experience in an administration role.
- GCSE English and Mathematics or equivalent.
- IT literate with experience of working with various computerised systems including Microsoft Office, specifically Word and Excel.
- Excellent written and verbal communication skills.

Desirable Criteria

- A Level or equivalent qualifications.
- Experience of working, or demonstrable interest, in the arts.
- Experience of safeguarding policies and procedures.

Skills and Attributes

Successful applicants will be able to demonstrate the following qualities:

- Organisational skills and attention to detail.
- Excellent team working skills.
- Personable and flexible to deal with a variety of clients & participants.
- Good numeracy, budgeting and analytical skills.

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 to 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 **Monday 6th December 2021 at 12pm**. Late applications may 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.

Depending on the level of applications received, the Lyric Theatre reserve the right to alter the essential criteria as required.

INTERVIEWS

It is proposed that interviews for this post will be held in the week commencing **13th December 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.