

lyric

BOARD OF TRUSTEES – RECRUITMENT PACK



INTRODUCTION

The Lyric Hammersmith is one of the UK's leading producing theatres. For more than 120 years it has been responsible for creating some of the UK's most ground-breaking and acclaimed theatrical productions. At the same time it has gained a national reputation for its work with children and young people and for creating pathways into the profession for young talent from all backgrounds, helping to diversify the industry. The Lyric's dual commitment to producing the highest quality contemporary theatre, alongside nurturing the creativity of young people, is what makes it unique within the theatre ecology of the UK. It has one of the youngest audiences of any theatre in the country and is a place where some of the UK's finest actors and theatre-makers work side-by-side with some of the most diverse and disadvantaged young people in London. The cross-fertilisation of these two is what makes the Lyric Hammersmith so exciting and so distinctive. It is a local theatre rooted in its community with a national and international reputation for the quality and innovation of its artistic work.

OUR MISSION

The Lyric Hammersmith produces work that is provocative, entertaining, popular, eclectic, messy, contradictory and diverse.

We work with the best theatre artists around and champion the next generation, nurturing young talent from all backgrounds.

We strive to be at the heart of our community whilst being internationally recognised.

We lurch wildly between high art and populism – hopefully achieving both at the same time.

Beautiful theatre.
Cheap tickets.
Environmentally friendly.

Hammersmith and proud!

THE LYRIC: PAST, PRESENT & FUTURE

The Lyric is located in central Hammersmith in the London Borough of Hammersmith & Fulham, two minutes from Hammersmith tube and bus stations.

The theatre has an extraordinary history. It was designed by the world-renowned Victorian theatre architect, Frank Matcham, and originally opened in 1895 on a different site from the one it stands on today. In 1972, the original building was scheduled for demolition to make way for a new shopping and housing complex. There was a huge public outcry and, at the final hour, the local council saved the theatre by instructing that Matcham's exquisite plasterwork be preserved and recreated in a new theatre above the Kings Mall Shopping Centre. The new Lyric Hammersmith was officially opened in 1979 by the Queen. The Matcham plasterwork had been painstakingly reconstructed in a new Victorian-style 550 seat auditorium and a modern black-box 110 seat studio was added to the building at the same time.

In 2004, the Lyric was redeveloped again, designed by the internationally acclaimed architect, Rick Mather with funding from the National Lottery and a public fundraising appeal. The entrance of the theatre was relocated from King Street to Lyric Square and a box office, street-level café, rehearsal room and education space were included within a new extension.

In April 2015 the theatre entered a new and exciting phase of its history. After nearly a decade of planning, fundraising and building, we opened the doors to a new Lyric, again designed by Rick Mather Architects, with a major extension to the West. The new Reuben Foundation Wing added two floors of facilities aimed at expanding the Lyric's work with young people, emerging and professional artists.

It includes:

- A rehearsal space the size of the main house stage with a stage-management office
- A dance studio with a sprung floor and full height mirrors
- A film and TV studio and editing suite equipped with a 'green wall' and professional camera and editing equipment
- A 50 seat cinema
- A recording studio and a suite of small and medium-sized music practice rooms
- A digital play space
- A sensory space for disabled people
- New and expanded set and wardrobe workshops
- New staff offices

Externally the building was re-rendered and a nine metre high neon sculpture designed by the artist David Batchelor, which is based on plasterwork detail from the Victorian auditorium, installed on the East Elevation. Internally the existing building was also refurbished including the redesign of the theatre's café and bar, and installation of new environmentally friendly heating and lighting systems as well as a green sedum roof.

The Lyric has a proven commitment to environmental sustainability and achieved 4 star Creative Green certification from arts & environment agency Julie's Bicycle for 2016/17. The Lyric has been tracking and reducing carbon emissions for 9 years. We were recently awarded a BREEAM rating of 'Excellent' for the capital development – the Government's kitemark for sustainability in new and refurbished buildings.

LYRIC GOVERNANCE, STAFFING AND FINANCES

The Lyric is a registered charity and a company limited by guarantee. We are governed by a non-executive Board of Directors, chaired by Lisa Burger, the National Theatre's Executive Director. The Board delegates day-to-day management of the theatre to its Executive Team: Sean Holmes (Artistic Director and Joint Chief Executive) and Sian Alexander (Executive Director, Joint Chief Executive and Company Secretary). We have a talented and dedicated team of around 50 permanent staff, and employ numerous freelance artists, practitioners and casual staff.

The Lyric aims to create a programme of work that is artistically adventurous and ambitious but also financially sensible and sustainable. Our annual turnover is approximately £5-6m and our work is funded through four main sources: grant income from Arts Council England and the London Borough of Hammersmith & Fulham; box office income; fundraising income from trusts, businesses and individuals; and other earned income which includes commercial hires, catering and front of house sales.

The Lyric has two trading subsidiaries: Lyric Hammersmith Enterprises encompasses the Lyric's day to day trading operation including catering, hires and fundraising events. Lyric Hammersmith Worldwide is the Lyric's production company and is contracted to deliver all theatre productions on behalf of the main charity. This is the vehicle through which the Lyric receives Theatre Production Tax Relief. All profits from both subsidiaries are covenanted to the parent charity.

LYRIC BOARD OF TRUSTEES

The Lyric's Board has ultimate responsibility for the strategic direction, development and governance of the organisation and Trustees offer guidance and expertise to the Joint Chief Executives, to whom day-to-day management of the organisation is delegated. Trustees must be positive and passionate advocates for the theatre and its core mission, and must ensure that its affairs as a registered charity and company limited by guarantee are conducted with probity.

There are currently 10 members of the Lyric's Board:

Lisa Burger, Chair*
Raj Parkash, Vice Chair*
Sir William Atkinson *
Cllr. Adam Connell*
Cllr. Belinda Donovan
Janet Ellis MBE**
Cllr. Sue Fennimore
Ashley Herman
Kamran Mallick
Cllr. Caroline Needham

*Member of Finance & Resources Committee

**Chair of Development Committee

The Board comprises Professional and Community members who normally serve a maximum two terms of three years each. The London Borough of Hammersmith and Fulham also appoints up to 4 Councillors to the Lyric Board on an annual basis.

We hold four Board meetings each year, including the Lyric's Annual General Meeting in January. Board members may be required to take additional roles as appropriate on sub committees. All trustees are expected to attend regularly our shows and projects including press nights, development events and showcases of our work with young people.

The role is likely to take around 4 – 6 days of your time each year. Trustees undertake their responsibilities on a voluntary basis and are not remunerated.

Due to planned board rotation, we seek to appoint 2 – 3 trustees over the next couple of months, with a view to appointing a further 2 – 3 later this year.

ROLE PROFILE

The Lyric seeks to appoint new Trustees to join the existing Board for an initial three year term. The newly appointed Trustees will support the Chair and offer their expertise and guidance to the Joint Chief Executives Sean Holmes and Sian Alexander, to lead the organisation into the future. The Lyric has a bold vision for 2018-2022 and an ambitious and robust business plan.

Our plans include the development of the Lyric's various strands of artistic programming; growth and development of fundraising and commercial strategies; further developing and expanding our successful partnership model to deliver extensive programmes for young people; extending our role as a sector leader in talent development and the creation of alternative pathways into the industry for young people from a wide range of backgrounds; and the refurbishment of the Lyric's Main House and Studio Theatres.

You will need to share a passion for our artistic work and young people's programmes and our commitment to being an equal, diverse, inclusive and environmentally sustainable organisation.

We are looking for trustees with influence and authority, strategic thinking and sound judgement and the ability to be outstanding advocates for the organisation. We seek to appoint individuals with commercial and political awareness, access to broad networks across the private and/or public sectors and a willingness to make connections on the Lyric's behalf, including helping to raise funds for the charity.

To complement the current board's skills and in light of the forthcoming retirement of some existing board members, we are interested to appoint trustees with particular strengths in any of the following:

- Finance
- Fundraising, including the ability to access personal, public or private sector networks for the Lyric's benefit
- Communications and advocacy
- Education, training and skills development
- Commercial acumen and entrepreneurship
- Digital strategy and innovation
- Legal
- Connections with our local community in Hammersmith & Fulham

We are proud of the diversity of our board and wish to continue to extend the range of backgrounds and perspectives represented. We are particularly interested to hear from potential trustees who are under 35 or from diverse ethnic backgrounds.

ROLE DESCRIPTION

- To play a key role in the development of the Lyric's vision for the future, contributing to the Lyric's strategic leadership, sound management and proactive development of the organisation
- To ensure that the Lyric's principles of good and proper governance continue to be upheld and fulfil duties and responsibilities in line with the organisation's Memorandum and Articles of Association.
- To ensure that the Lyric protects its future through robust policies, risk management, accounting procedures, internal controls and systems and to ensure that these are audited and reviewed in line with all regulatory and legal requirements.
- To contribute at all Board meetings and the Annual General Meeting.
- To work closely and constructively with the Chair, Vice-Chair and all other Trustees and to advise on major issues to the Board as required.
- To work constructively with the Lyric's Joint Chief Executives, and as appropriate with senior management and the wider staff, to ensure that the Lyric delivers on its core vision, mission and business plan.
- To ensure that the Lyric has a strong and effective fundraising strategy and that the Board understands, supports and contributes to the organisation's fundraising. To support the Lyric to actively seek donations and, where appropriate, to actively introduce key contacts to the Lyric for its benefit.
- To contribute to sub-committees groups, as agreed with the Chair.
- To advocate for the Lyric and to represent the work and best interests of the Lyric at all times.
- To attend regularly Lyric shows and projects including press nights, development events and showcases of our work with young people.
- To proactively encourage environmentally sustainable practice and work at all times in accordance with the Lyric's Green Policy and Action Plan.
- To proactively encourage the theatre's approach to equality, diversity, staff wellbeing and access and any other policies or strategic plans the Lyric may introduce in the future.

PERSON SPECIFICATION

Essential

- Demonstrable leadership skills and a understanding of the principles and practices of good governance
- The ability to contribute to the strategic development of the Lyric
- An affinity for the vision, mission and work of the Lyric Hammersmith
- Strong desire to contribute to public life and commitment to the Nolan Principles of Public Life
- Strong interpersonal skills
- Excellent ambassadorial and networking skills
- A commitment to support fundraising
- A collaborative and inclusive approach
- Influence and authority with relevant networks
- Resilient, with the ability to act with confidence, tact and authority and to be decisive under pressure
- Ability and willingness to devote necessary time and effort to the Lyric

Desirable

- Experience in the cultural and/or not for profit sectors and experience of policy setting.
- An understanding of subsidised arts organisations and appreciation of the current challenges faced by the sector.

- Knowledge and practical experience of company compliance, control, regulatory and legal requirements
- The ability to connect the Lyric at senior levels with potential supporters such as funding bodies, trusts, corporates and high net worth individuals

HOW TO APPLY

Please send a CV and a cover letter setting out:

- the skills, experience and networks you could bring to our Board, particularly in relation to the priority areas described in the Role Profile above, and
- why you would like to serve as a trustee of the Lyric Hammersmith

to the Lyric's HR Manager, Amir Sheikh, at lyricjobs@lyric.co.uk with BOARD RECRUITMENT in the subject line.

Please also submit an equal opportunities monitoring form.

The deadline for all expressions of interest is midday on **Tuesday 29 May 2018**.

Please note we are planning to add new trustees in phases over the coming year and so may not progress all conversations immediately.

If you would like an informal conversation about the role, please contact Sian Alexander, Executive Director, via her PA Shannon Thomas [shannon.thomas@lyric.co.uk], to arrange this.