

A photograph of the Lyric Theatre building at dusk. The building features a large, illuminated sign that reads "LYRIC" in a stylized font. The entrance is reached via a wide set of stairs with metal railings. Two people are walking up the stairs. The building has a modern design with large glass windows and a brick facade. The sky is a deep blue.

LYRIC

Creative Learning Assistant (Part-time)

Job Description

WHO WE ARE

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.

As Northern Ireland's only full-time producing theatre, each year we produce up to 9 full-scale productions. 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 2022, we won Best Play Revival for *Translations* with Abbey Theatre at the UK Theatre Awards, in addition to our Creative Learning department winning Excellence in Arts Education. In 2023 we won Theatre of the Year at The Stage Awards, and Business Contribution to the LGBTQIA+ Community at the GNI Mag 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 £4.5million and employ more than 100 employees. For more information on the Lyric Theatre, visit www.lyrictheatre.co.uk.

Our Mission

We are a shared civic space for artists, arts workers, and audiences alike; a creative hub for theatre-making, nurturing talent and promoting the role of the arts in society. Our mission is to *create, entertain, and inspire*.

Our Values

We are welcoming: The Lyric Theatre is an inclusive and accessible space for all: a creative place to play, learn, question, and explore.

We are nurturing: Our goal is to galvanise, and empower all those who work in the arts, whilst nurturing new generations of talent through the Lyric Drama Studio and our Creative Learning and New Writing programmes.

We inspire and entertain: We aim to provide theatre experiences that entertain and inspire; challenging audiences to explore their own and other stories.



JOB DESCRIPTION

Job Title

Creative Learning Assistant

Location

Lyric Theatre, Belfast,
possibly off-site working on
tour & location.

Salary

£14,625 per annum (FTE
£24,375)

Contract

Permanent, part-time

1 month notice period

Probation

6 months

Annual Leave

20 days per annum plus
Bank/Public Holidays
(currently 11 days), pro rata to
part-time hours

Reporting To

Head of Creative Learning

Working Hours

The standard working week
will be an average of 22.5
hours (excluding breaks) over
3 days, Monday through
Sunday, 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 department's schedule.

Purpose of the Post

The Creative Learning assistant will play a key role in supporting the education and outreach work of the department. They will have the opportunity to build on their experience in facilitation and project management by assisting with a wide variety of key projects such as *Theatre School*, *NT Connections*, *Wastebusters* and *Theatre School on the Road*.

Key Relationships

Head of Creative Learning, Creative Learning Manager, Creative Learning Co-ordinator, Facilitators, Assistant Facilitators

Benefits

Of course, we provide all the standard entitlements like an employer-contributed pension and statutory pay for sickness, maternity, and paternity leave, but we also have some extras:

- Additional paid day off for your birthday
- Access to a free, confidential counselling service through our Employment Assistance Programme.
- Free beverages from our café/bar.
- Discounted food from our café/bar.
- Free tickets for Lyric productions.
- Free period products in all bathrooms.

There are a range of other elements that make the Lyric a unique and enjoyable place to work:

- **Beautiful environment:** Enjoy breaks on our exclusive River Terrace.
- **Prestigious theatre:** Work with well-respected and talented theatre professionals in a multi-award-winning theatre known for high-quality productions.
- **Commitment to wellbeing:** Access to Mental Health First Aid Training and a supportive work environment.
- **Inclusive culture:** We've rolled out initiatives like being breastfeeding-friendly, providing free period products in our bathrooms, participating in Belfast Pride, and providing BSL training.
- **Staff involvement:** Engage through Staff Council and Suggestion Box.

DUTIES & RESPONSIBILITIES

- Work as an assistant facilitator across multiple Theatre School classes and Summer School workshops
- Work closely with the CL Manager to support the smooth delivery of Theatre School and Summer School as well as our extensive programme of schools' projects
- Assist with event management of NT Connections festival and Lyric Community events.
- Assist with the scheduling of outreach workshops
- Support with the administration of key projects
- Assist with all aspects of project planning
- Coordinating Social Media posts in conjunction with the Marketing Department
- Supporting the promotion of the Creative Learning programme to potential participants e.g. schools, community groups and theatre professionals

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 (or one years' experience in a similar role)
- Over six months experience working with young people in an education and/or drama facilitation setting
- Over six month's demonstrable experience in project and/or event planning
- Competent administration skills
- A proven interest in Theatre

Desirable Criteria

- Full driving licence
- Experience of Safeguarding procedures.
- Experience of creating content for social media.

Skills & Attributes

- The ability to communicate effectively with a broad range of stakeholders
- Strong organisation and time management skills
- An enthusiastic and flexible approach to work
- The ability to work as part of a team



HOW TO APPLY

Please complete and submit our **Application Form**, available on our [website here](#), quoting the reference 25LT26 in the subject line, to recruitment@lyrictheatre.co.uk.

You must also complete our **Equal Opportunities Monitoring Form** here - <https://forms.office.com/e/nzfVg9wAe5> (Please include the same reference 25LT26).

Applications that do not clearly demonstrate how you meet the criteria will not be shortlisted. Canvassing will disqualify applicants.

Closing Date

Midday on **Thursday 20th November 2025**. We reserve the right to extend the deadline, if required, to ensure a fair and comprehensive selection process.

Accessibility

If you require the application in an alternative format, or wish to discuss adjustments to the recruitment process, please contact recruitment@lyrictheatre.co.uk as early as possible. We will endeavour to support your requests.

Shortlisting

Only those applicants who, from the information provided, best meet the selection criteria will be invited to interview. It is the applicant's responsibility to demonstrate clearly how they satisfy the published selection criteria, giving examples and specifying exact dates as appropriate. All applications are assessed strictly on merit.

Guaranteed Interview Scheme

We are committed to fostering an inclusive workplace and actively supporting under-represented groups. If you identify as disabled and meet all essential criteria for this role, you may request to be considered under our Guaranteed Interview Scheme, and we will guarantee you an interview. Please indicate this on your application form.

Please note: this guarantees an interview, not a job offer. All appointments are made on merit.

Interviews

Interviews are expected to take place week commencing **1st December 2025**

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 LGBTQIA+ candidates who are under-represented across the sector.

LYRIC

