



Academic Administrator (Full Time)

Job Description

The Lir Academy:

The Lir Academy at Trinity College Dublin, which opened its doors in September 2011, was developed by a partnership of the Cathal Ryan Trust and Trinity College Dublin. It is formally associated with the world-renowned Royal Academy of Dramatic Art (RADA) in London. The Lir aims to train young actors, designers, directors, playwrights, stage managers and theatre technicians to the highest international standards for careers in the theatre and allied professions. The Lir offers a three-year Bachelor in Acting (Hons) degree, a three-year Bachelor in Stage Management (Hons) degree, a one-year Foundation Diploma in Acting & Theatre and one-year Master of Fine Art programmes in Playwriting, Stage Design (including set, costume and lighting) and Theatre Directing. A range of short courses are also being offered and further courses are planned.

The training offered by The Lir is closely linked to the ever-changing needs and directions of the theatre industry. The Lir has also fostered close links with the allied professions of film, television, radio and new media. The Lir is housed in an exciting new building at Grand Canal Dock, designed specifically for the range of courses it offers. It features a flexible black box studio with a seating capacity of more than 130, as well as smaller performance studio, a dance studio, technical workshop, scenic art workshop, wardrobe workshop, design studio and a range of flexible teaching spaces to suit the training needs of The Lir's young theatre practitioners.

All full-time students at The Lir are fully registered students of Trinity College Dublin and all degrees and diplomas are conferred by Trinity.

Position Overview:

The Lir is now seeking to appoint an Academic Administrator on a full-time basis.

The Academic Administrator will be a key member of a team that includes a full-time Director, Director of Administration, Director of Technical Training, Director of Marketing, Head of Construction, Head of Stage Management, Foundation and Short Course Director, Director of Development, Venue and Events Manager, Head of Scenic and Props, Head of Lighting, Production Manager, Reception and Admissions Manager, part-time Finance Officer and part-time Receptionist. This team is complimented by part-time Resident Theatre Director and Designers and a team of part-time teachers, all of whom maintain direct connections to professional theatre, TV and film.

An Academic Director, currently Prof. Brian Singleton, is seconded by Trinity College to work with all Lir staff to ensure that courses continue to meet Trinity's academic standards and requirements.

Post Summary:

The Academic Administrator will work directly with The Director of Administration who is responsible for the smooth running of the Academy's operational and academic functions.

Principal Duties and Responsibilities:**Academic Administration –**

- Administration of full time courses: overseeing student registration and induction into a new academic year, preparation of timetables, space allocation, maintenance of student records, assessment reports & facilitation of External Exam Board meetings.
- Point of contact for the pastoral care of The Lir student body.
- Point of contact for the student body and teaching staff.
- Liaise with schools and offices in Trinity College and other relevant institutions (e.g. RADA)
- Provide secretarial support for the Director of Administration and Director of The Lir.

Academic and Financial Administration –

- Work with the Finance Officer in processing payments for teaching staff.

General Administration –

- Maintaining up to date Board documents and taking minutes at Board meetings.
- Administer the recruitment process for the hiring of Lir staff
- Upholding duties as a Fire Warden and First Aid Officer for the building.
- Maintenance of office communications systems; liaison with IT system support companies according to the needs of The Lir.

General –

- Carry out day-to-day office tasks (photocopying, ordering of stationery and office supplies, drafting letters and memoranda, record filing, etc
- Establish and maintain accurate filing systems
- Other duties as required by the Director of Administration and Director of The Lir.

Person Specification

Qualifications, Knowledge & Experience

- Ideally have completed a Business or Arts Administration qualification with 3-5 years experience working in a busy office environment. Previous administration experience in the arts (specifically theatre) or education sector would be considered an advantage.
- Excellent working knowledge of MS Office suite including Word, Excel, Access and PowerPoint.
- Excellent administrative and business support skills with proven ability to multi-task
- Strong ability to organise and work effectively under time pressures and on own initiative.
- Have the ability to forward plan and anticipate problems before they arise.
- Strong written & verbal communication.
- Previous experience of working in a third level institution would be considered an advantage.
- PR or marketing experience would also be beneficial.
- Display strong attention to detail and concern for accuracy.
- Ability to work both independently and as part of a small team.

Competencies

- Oral communication: convincing and confident when speaking to others; comes across as welcoming and approachable in manner
- Written communication: an ability to communicate effectively in writing. Documents are clear, concise and error-free.
- Good organisational skills.
- Interpersonal skills: ability to interface effectively with the general public; fosters good working relationships; can work effectively in a multi-cultural bilingual environment.
- Conscientious: is accurate in their work and pays attention to detail.
- Deadline oriented: can handle multiple tasks simultaneously and meet deadlines
- Resourceful: can work on own initiative; knows where to find information/help and can problem solve
- Flexibility: can operate flexibly within a busy work environment.
- Team worker: can operate effectively as part of a team.
- Analytical skills: can identify a problem and propose a solution.
- Motivated: displays a 'can-do' attitude; is committed to The Lir and wishes to contribute to its development

Salary:

€32,000 - €35,000

Working hours:

General working hours are Monday-Friday, 9am-5pm. The Academic Administrator may be required to work outside these hours as necessary.

Application details:

Interested candidates should submit a letter of application and a full CV to anne.fitzpatrick@thelir.ie

Deadline:

Friday, 18th May 2018 at 5pm.

Interviews:

Selected candidates will be expected to make themselves available for interview in Dublin on Thursday, May 31st 2018.