

Production Manager

Job Description

Overview

The Lir Academy of Dramatic Art at Trinity College Dublin aims is to train stage managers, theatre technicians, actors, designers, directors and playwrights to the highest international standards for careers in the theatre and allied professions.

The Lir Academy was developed by the partnership of the Cathal Ryan Trust and Trinity College Dublin; it is formally associated with the world-renowned Royal Academy of Dramatic Art (RADA). The Lir opened its doors to the first students in September 2011 and is currently developing a 3 year honours degree in stage management and technical training to replace its 2 year professional diploma. This degree course will start in September 2017.

Training at The Lir Academy is significantly practice based and to facilitate this in its undergraduate programme The Lir currently fully produces 10 plays, 2 films and co produces an Opera annually. Alongside this there is the delivery of classes and technical support provided to the various internal performance projects as well as a programme of short courses throughout the calendar year. The Lir also has a directive to engage with external parties to further its engagement within the creative industry and to generate revenue.

The role of Production Manager is required to join the team of full time and part time staff that is responsible for the delivery of Lir training, productions, commercial activities and building management.

Post Summary

The Lir Academy is looking for someone with commitment and a passion for educating students in theatre and the broader world of entertainment. The successful candidate will production manage all The Lir productions and external rentals, deliver training and mentoring to technical students including overseeing students work on The Lir productions and projects; teach and mentor students of other Lir courses, have responsibilities to manage Lir resources and be part of the venue technical and facilities team. This position will liaise closely with the director of technical training on areas relevant to the role. This is a full time position.

The current *estimated* date of commencement for this job is September 4th 2017

Principal Duties and Responsibilities

- The successful candidate will be the production manager for all Lir productions and co-productions, ensuring The Lir is an industry leader in best and safe working practices. He/she will be responsible for the scheduling of production work as well as its timely delivery.
- The production manager will train and mentor technical students in production management as well as delivering classes in production management and the other topics that fall into that category.
- The production manager will lead on areas where specialist teaching skills are brought in to the production department.
- He/she will lead on the assessment of students in the production department
- The candidate will have significant input into the further development of The Lir's technical stage management role and how that is delivered.
- He/she will manage the production and other budgets as issued to them by the Director of technical training.
- The production manager will share responsibility for the maintenance and upkeep of the Lirs' venues and other resources and be a part of the facilities team
- As a part of the SMTT (stage management and technical training) team this role will contribute to the development and delivery of technical training to an international standard and ensure that The Lir is a safe working environment which leads on best practice. Leading in the areas relevant to their expertise to ensure the Lir stays at the forefront of technical training
- They will engage in the scheduling and management of venue and building activities in conjunction with the director of technical training
- They will deputise for the director of technical training when occasion arises
- Other duties as required by the Director of Technical Training

Person Specification

Qualifications, Knowledge & Experience

Essential

- A minimum of five years' experience in theatre production management
- Excellent interpersonal skills, including teamwork and team leadership
- An aptitude for and an enjoyment of teaching
- Successful experience in forward planning and scheduling
- Significant knowledge and experience in current Health and Safety requirements for theatre including producing the associated risk and safety paperwork
- Competence in a CAD package
- Good basic computer skills

Desirable

- Previous teaching experience
- Experience in technical stage management
- Strong ties to the Irish and International theatre community
- Experience in technical management within the professional theatre context

Competencies

- Strong ability to organise and work effectively under time pressures and on own initiative
- Have the ability to forward plan
- Strong communication skills
- Work well within a team environment
- Motivated with a 'can-do' attitude
- Committed to the advancement of technical training, The Lir and its goals



NATIONAL ACADEMY
OF DRAMATIC ART



The University of Dublin

Terms and Conditions of Employment

The position offered is Full time. The contract is based on the Academy's academic year (September to July) and has an initial six month probationary period that is renewable annually on completion of a successful review. The working days are Monday to Friday and will include weekends. The hours will also cover events and performances. The majority of the production work is over the 36 weeks of the academic year with a focus of hours around the six, two week long production periods of Lir graduate productions. There are regular periods with hours over the normal working week and an amount of time off in lieu additional to holidays is provided for this outside of term.

The Production Manager reports directly to the Director of technical training.

Salary – 35K-45K annual salary, commensurate with experience

Application details

Interested candidates should submit a letter of application and a full CV to

anne.fitzpatrick@thelir.ie

Deadline

Monday June 12th 17.00

Interview Dates and Selection methods

Short-listing of candidates will be on the basis of the information contained in their CV and covering letter. Candidates who are short-listed will be expected to attend for interview in Dublin on Friday June 16th 2017

I gcomhar le hAcadamh Ríoga na Drámaíochta
Comhairleoirí Idirnáisiúnta do The Lir

In association with RADA
International Advisors to The Lir

RADA ROYAL
ACADEMY OF
DRAMATIC ART

Acadamh Náisiúnta naDrámaíochta
Campas Teicneolaíochta agus
Fiontraíochta Choláiste na Tríonóide
Sráid an Phiarsaigh
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