



Trinity College Dublin
Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin

Course Director Foundation Diploma in Acting & Theatre Job Description

OVERVIEW

The Lir Academy at Trinity College Dublin is seeking to appoint a new Course Director of the Foundation Diploma in Acting & Theatre. This newly created part-time position replaces the previously combined role of Foundation Diploma and Short Courses Director following the appointment of the previous holder of the combined role to a new position as Director of Actor Training & Postgraduate Study. The decision to advertise this role as a part-time position will allow potential candidates to continue to pursue external creative work in tandem with their work at The Lir Academy.

POST SUMMARY

The primary role of the Course Director Foundation Diploma in Acting & Theatre is to lead on the delivery of all aspects of the Foundation Diploma under the supervision and guidance of the Director of Actor Training & Post Graduate Study and the Academic Director. The role will involve leading on the delivery of the taught modules; overseeing Foundation Diploma students' progression through the programme; and providing one-on-one support and guidance to the students' regarding their academic and professional development and progression.

The Foundation Diploma is taught over two 12-week terms comprising Michaelmas & Hilary terms (usually mid-September to late March each year). The Foundation Diploma Course Director will be expected to supervise the smooth running of all aspects of the Diploma and hold regular tutorials with individual students.

The position is regarded as flexi part-time (15 hours per week). This arrangement may help to facilitate professional engagements elsewhere throughout the contract. The Course Director of the Foundation Diploma in Acting & Theatre, however, will be expected to prioritise part-time work at The Lir Academy at agreed times during the year and be available to ensure the smooth delivery of the Foundation Diploma Course throughout the year. Any extended absences from The Lir Academy to undertake other professional work, including theatre engagements or other teaching commitments, would be at the discretion of the Director of Actor Training & Postgraduate Study and would be negotiated

in good faith.

The Foundation Diploma Course Director will report to the Director of Actor Training & Postgraduate Study.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Primary Role: Course Director, Foundation Diploma in Acting & Theatre

- Be available to the Director of Actor Training & Postgraduate Study and the Academic Director for consultation on the design and delivery of the Foundation Diploma
- Work with the Director of Actor Training & Postgraduate Study to select a team of appropriately skilled teachers to deliver the course
- Lead on the smooth delivery of all aspects of the course throughout the year
- Work with the Academic Administrator on the scheduling and timetabling of the course
- Provide all necessary supports to the rest of the teaching staff to ensure that the content of the course is delivered to the highest standards
- Schedule and lead Foundation Diploma teacher staff meetings and Exam Board meetings (maximum of 2 per term)
- Work with the Director of Actor Training & Postgraduate Study and Academic Administrator to produce a detailed Course Handbook for the Foundation Diploma
- Work with teachers to ensure that all classes are assessed according to the Course Handbook and that all necessary documentation is filed with the Administrator
- Lead on the induction of students during the first week of Term One
- Be available to the Foundation Diploma students throughout term time to supervise their ongoing engagement with the course
- Be available to observe showings throughout the year, especially those that form part of the students' formal assessment
- Devise an appropriate 'Professional Development' strand for the Foundation Diploma designed to provide career/academic guidance to the students in terms of their progression from the course to further education or employment in the theatre or related industries

- Deliver individual tutorials with all students designed to further support the students in their engagement with the course and in terms of their personal and professional development
- Work with the Director of Actor Training & Postgraduate Study to run the selection process for the course to ensure that the most talented applicants are offered places
- Sit on the final-round audition panel for the selection of students for the annual intake (maximum 2 days)
- Ensuring that the overall learning outcomes for the courses are achieved by working with individual teachers on the delivery of learning outcomes for each class, project and module

Other:

- Working with the entire Lir team on the delivery of the relevant objectives of The Lir Strategic Plan 2022-2026
- Working with the entire Lir team to continually improve the learning environment for all our student

PERSONAL SPECIFICATION

Qualifications, Knowledge and Experience:

- Previous teaching experience in an appropriate area is essential
- A professional qualification in actor training or a related field would be considered an advantage
- Working in a third-level teaching environment, ideally in a drama conservatoire, would be considered an advantage
- Experience of working professionally in theatre, film or TV drama production is essential
- A formal third-level qualification in Drama, or a related theatrical discipline, is desirable
- An understanding of the professional theatre, film and TV drama production environment in Ireland and the UK is essential
- Experience in a professional theatre context would be considered an advantage
- Previous administrative or organisational experience, preferably in a cultural or educational context, would be considered an advantage
- A demonstrated commitment to the support and development of young artists and emerging talent would be considered an advantage
- Strong ability to organise and work effectively under time pressures and on own initiative
- Ability to work both independently and as part of a small team

Competencies – our ideal candidate is:

- **Supportive:** gets real satisfaction from our students achieving their full potential
- **Empathetic:** understands the pressures on our teaching and academic staff and is determined to be supportive of their efforts
- **Creative:** brings playfulness and originality to their work and teaching, and understands the power of the imagination
- **Inspirational:** motivates others to achieve their full potential
- **Organised:** is passionate about processes and systems
- **Strategic:** with an ability to forward plan and work towards long-term, ambitious outcomes
- **Relationship Driven:** ability to interface effectively with various stakeholders; fosters good working relationships
- **Ambitious:** believes The Lir Academy can continuously improve the training we offer our students, and the support we offer our teachers
- **Passionate:** about both their role and working within education and the performing arts
- **A Strong Communicator:** convincing and confident when speaking to others; comes across as welcoming and approachable in manner. Able to communicate effectively in writing. Documents are clear, concise and error-free.
- **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
- **Flexible:** can operate flexibly within a busy drama school environment
- **A Team Worker:** can operate effectively as part of a team

WHAT WE OFFER

- Flexible working hours, including option to work-from-home when possible
- Flexible holidays (pro rata 20 days per year) plus an additional 5 days over the Christmas period in lieu of any overtime worked during the year
- Cycle-to-Work Scheme
- TaxSaver Rail Tickets
- EAP (Employee Assistance Programme)
- Complimentary tickets to all Lir Theatre Performances;
- Regular invites to external theatre Industry events: including plays / shows / performances etc.

The Lir Academy prides itself on providing all our staff, students and guests with a vibrant, dynamic and safe working environment. As a company, we are committed to welcoming an inclusive and diverse range of people into our organisation. The Lir Academy is an equal opportunities employer and we do not discriminate based on gender, ethnicity, sexual orientation, religion, civil or family status, age, disability or race.

SALARY

€16,000 per annum (pro rata based on a full-time salary of €40,000 per annum). Any teaching delivered by the Course Director will be paid at The Lir's standard hourly teaching rate in addition to core salary.

TERMS AND CONDITIONS OF EMPLOYMENT

The position is initially offered as a one-year fixed term contract renewable on an annual basis following an annual review against agreed key performance indicators and performance metrics. The contract includes an initial six-month probationary period.

The position is based primarily in The Lir Academy on Pearse Street in Dublin or in our support offices.

The Foundation Diploma Course Director in Acting & Theatre reports to the Director of Actor Training & Postgraduate Study.

General working hours are Monday – Friday, 9.30am – 5.30pm. The Head of Short Courses will be required to work outside these hours particularly on performances and events taking place outside of normal working hours.

APPLICATION DETAILS:

All applications will be overseen in the strictest of confidence by The Lir's Director of Administration, Anne Fitzpatrick.

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

APPLICATION TIMELINE:

Closing date for receipt of applications: 5pm on Monday, 12th June 2023.

Interviews will be held in Dublin the week beginning 19th June 2023.

Preferred starting date is on 28th August 2023.

SELECTION METHODS:

Short-listing of candidates will be based on the information contained in their CV and covering letter.

Applicants called to interview may be asked to prepare a presentation outlining their approach to the role.

Second-round interviews are not anticipated. However, The Lir Academy may deem it necessary to invite preferred candidates to a second-round interview.

Further information: recruitment@thelir.ie