



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

DIRECTOR OF TECHNICAL TRAINING & FACILITIES MANAGEMENT

Job Description

Overview:

The Lir National Academy of Dramatic Art at Trinity College Dublin celebrated its 10th anniversary in 2021/22. Its aim is 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 training offered by The Lir is closely linked to the ever-changing needs and directions of the theatre industry.

The Director of Technical Training & Facilities Management reports to the Director/CEO and is a crucial member of the recently enhanced Senior Management team that includes the Director of Administration, Director of Marketing, Commercial Director, Director of Development, Director of Equality & Access and Director of Acting Training & Postgraduate Study.

Post Summary:

The Director of Technical Training & Facilities Management will assume the role of Course Director of The Lir's Bachelor in Stage Management & Technical Theatre (Hons) degree, one of The Lir's two flagship undergraduate degrees.

The Bachelor in Stage Management & Technical Theatre (Hons) degree is taught by a team of full-time staff including a Production Manager, Head of Construction, Head of Costume, Head of Props, Head of Scenic Art, Head of Sound, Head of Stage Management and two House Technicians. Part-time and occasional teachers augment the core teaching of the degree.

The Director of Technical Training & Facilities Management has overall responsibility for the smooth running of the Academy building, systems and equipment and also supervises the use of the Academy by visiting companies and others renting facilities at The Lir.

Principal Duties and Responsibilities:

Course Director:

- Assuming the role of Course Director of the Lir's Bachelor in Stage Management & Technical Theatre (SMTT) (Hons) degree, leading on the delivery of all aspects of the course
- Acting as Line Manager for the full-time technical team
- Ensuring that the overall learning outcomes for the course are achieved by supporting individual teachers in the delivery of learning outcomes for each class, project and module
- Working with the Academic Administrator on the smooth delivery of all SMTT timetables, room scheduling, assessment points and student feedback
- Hiring of all part-time teachers, practitioners and creatives for all classes, projects and workshops
- Working with the Director and Director of Acting Training on the appointment of design teams for all graduate productions
- Leading on the smooth delivery of all technical aspects of graduate productions in support of the SMTT students' learning
- Leading on the design and delivery of student assessment processes, student feedback processes, student profile meetings
- Delivering tutorials with SMTT students designed to give the students an overview of their overall progression through the course
- Leading on the delivery of professional placements for all SMTT students
- Leading on all student recruitment processes
- Manage production and technical budgets for all in-house productions in consultation with the Director

Facilities Management

- Liaising with Trinity's Estates & Facilities Department on the ongoing maintenance of the Lir's buildings
- Liaising with the Venue Manager (who reports to the Director of Administration) on the smooth running of the venue for all classes, workshops and productions
- Managing the facilities team in facilitating the ongoing use of the venue and equipment
- Manage the cleaning, storage, service, repair and certification of all equipment and technical services of The Lir as well as providing preventive maintenance and improvement measures for the Academy equipment and facilities
- Leading on the smooth running of the Lir's IT systems including liaising with Trinity's IT department
- Assuming the role of Safety Officer and leading on all Health and Safety matters including chairing the Lir's Safety Committee
- Work with the Venue Manager to ensure the smooth running of all external events taking place at The Lir
- Liaise with incoming companies and artists to plan and deliver detailed requirements and technical support

- Setting and maintaining the highest standards in the provision of technical support, information, facilities and professional courtesy to all of The Lir's clients
- Assist with the planning and delivery of other promotional and fund-raising events as required

Other:

- Working with the entire Lir team on the delivery of the relevant objectives of the Lir Strategic Plan 2022-2026
- Maintaining and developing the Lir's existing Technical Partnerships and delivering new partnerships as required
- Working with the entire Lir team to continually improve the learning environment for all our students
- Work with the Director/CEO and Academic Director on implementing the recommendations of the Lir's first Quality Review (completed in June 2022)
- Working with the Director of Administration and the Head of Academic Affairs (to be appointed in October 2023) to implement new and improved academic processes, oversight and governance across all the Lir activities
- Preparing and maintaining a Risk Register, reviewed quarterly by the Director and Director of Administration
- Working with the Director of Actor Training & Postgraduate Study, Director of Administration and Academic Administrator on the smooth delivery of *Asimut* scheduling software (to be introduced in 2023)
- Liaising with the Academic Director as deemed appropriate by the Director/CEO regarding all relevant academic matters
- Liaising with relevant Trinity departments and academic office holders as deemed appropriate by the Director/CEO and Academic Director
- Liaising with relevant departments in Trinity, including the library, on the teaching and learning needs of the Lir
- Attending meetings at Trinity and sitting on appropriate Trinity Committees as requested by the Director/CEO
- Attending meetings of the Board and Board Subcommittees as required
- Other duties as required by the Director

PERSONAL SPECIFICATION

Qualifications, Knowledge and Experience:

- A minimum of 3 years' experience working in a third level teaching environment, ideally in a drama conservatoire, is essential
- A minimum of 5 years' experience in a senior role in a third level institution or cultural organisation is essential
- Relevant teaching experience is essential

- A profound knowledge of stage management and technical training is essential
- A detailed knowledge of other creative production processes is essential
- Experience of working professionally in theatre, film, TV drama or the events industry is essential
- An understanding of academic processes, procedures and oversight is desirable
- A formal third level qualification (at honours degree level or higher) in Stage Management, Technical Theatre, Drama, or a related discipline, is desirable.
- An understanding of the professional theatre, film, TV drama or events production environment in Ireland is desirable.

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 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

- A competitive salary;
- Flexible working hours, including option to work-from-home when possible;
- Flexible holidays (20 days per year) plus an additional 5 days over the Christmas period in lieu of overtime worked during the year;
- Cycle-to-Work Scheme;
- TaxSaver Rail Tickets;

- EAP (Employee Assistance Programme);
- Complimentary tickets to all Lir Academy 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 & 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

€50,000 - €55,000 commensurate with experience.

TERMS AND CONDITIONS OF EMPLOYMENT

The position is initially offered as a three-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 Director of Technical Training & Facilities Management reports to the Director of The Lir Academy.

General working hours are Monday-Friday, 9am-5pm. The Director of Technical Training & Facilities Management may 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, February 20th 2023.

Interviews will be held online in the week beginning February 27th 2023.

Preferred starting date is on or before April 3rd 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