

The Lir, National Academy of Dramatic Art at Trinity College Dublin

Post Title: Academic Administrator (Full-Time)

Reports to: Director of Administration & Company Secretary

Role Summary

The Lir, National Academy of Dramatic Art at Trinity College Dublin, is seeking to appoint a dynamic, self-motivated individual whose empathy and student-first skills directly shapes institutional success. Candidates should be able to demonstrate at least 3-5 years relevant experience, preferably in an educational or cultural context.

The Academic Administrator manages daily operations, supports students and faculty, and coordinates our undergraduate and postgraduate academic programmes. The Academic Administrator oversees daily administrative functions, student services, and academic operations. The Academic Administrator supports student wellbeing and personal development. This role acts as a primary link between students, faculty, and leadership. The ideal candidate has strong organisational skills, pays close attention to detail, and communicates well.

Principal Duties and Responsibilities:

Academic Administration

- Administration of full-time and part-time undergraduate and postgraduate courses: overseeing student registration and induction into a new academic year; preparation of timetables; space allocation; maintenance of student records including LENS reports and medical records; maintenance of assessment reports; and facilitation of External Exam Board meetings.
- Overseeing the travel and accommodation arrangements for tutors and external examiners.
- Overseeing student attendance reports and the issuing of disciplinary letters as and when required.
- Management of timetable preparation and room scheduling through our Asimut software.
- Management of student academic records through Trinity College IT software including Blackboard and SITS.
- Facilitate staff and student training on Blackboard and Asimut as required.

- Point of contact for the pastoral care of The Lir's student body.
- Point of contact for the student body and teaching staff.
- Liaise with schools and offices in Trinity College and other relevant institutions
- Schedule and attend Joint Academic Committee (JAC) meetings 3 times a year and take minutes.
- Attend all academic staff meetings.
- Attend all student representative meetings.
- Attend all course committee meetings and take minutes.
- Attend all staff/student council meetings.
- Attend Open Days and act as point of contact for prospective students.
- Attend and assist in the coordination of the London Showcase annually with the Third Year Acting students and Stage Management and Technical Theatre (SMTT) students.

Academic and Financial Administration

- Work with the Accounts Manager in processing payments for teaching staff.

Line Management

- Supervise the work of the Academic Administrative Assistant who supports the delivery of Academic Administration for the Academy.
- Manage leave requests and file any such requests with the HR Operations Manager.
- Manage annual reviews and work with the HR Operations Manager with any L&D requirements.

General Administration

- Upholding duties as a Fire Warden and First Aid Officer for the building.
- Attend Safety Committee meetings 3 times a year and report on incidents.
- 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.

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.
- Can demonstrate experience in a supervisory capacity.
- 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.
- 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 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 Academy and wishes to contribute to its development.

Salary:

€35,000 - €40,000

Working hours:

General working hours are Monday-Friday, 9am-5pm. The Academic Administrator may be required to work outside these hours from time to time and may agree TOIL with their line manager in return.

Application details:

All applications will be overseen in the strictest of confidence by The Lir's HR Manager, Sreeja Ghosh. Interested candidates should submit a letter of application and a full CV to recruitment@thelir.ie

Deadline:

Friday, 16th October 2026 at 5pm.

Interviews:

Shortlisted candidates will be expected to make themselves available for interview in Dublin the week of the 19th of October 2026.

Preferred start date:

On or before the 9th of November 2026

Selection methods:

Shortlisting of candidates will be on the basis of the information contained in their CV and covering letter. Candidates who are shortlisted will be expected to attend for an interview at The Lir Academy. Further information: recruitment@thelir.ie

About The Lir, National Academy of Dramatic Arts at Trinity College Dublin

The Lir Academy was developed by a partnership of the Cathal Ryan Trust and Trinity College Dublin in association with the world-renowned Royal Academy of Dramatic Art (RADA) in London. We train actors, designers, directors, playwrights, producers, stage managers, and theatre technicians to the highest international standards for careers in the theatre and the allied professions of film, television, radio and associated professions. The training we offer is closely linked to the ever-changing needs and directions of the performing arts industries. The Lir Academy is housed in a purpose-built facility at Grand Canal Dock, designed specifically for the courses we offer. It features a flexible black box studio with a seating capacity of 130, as well as two further performance studios, two dance studio, technical workshops, and a range of flexible teaching spaces to suit the training of our practitioners.