



Foundation and Short Courses Director (Part-Time)

Job Description

The Lir:

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. To date The Lir offers a three-year Bachelor in Acting (Hons) degree, a two-year Professional Diploma in Stage Management and one-year Master of Fine Art programmes in Playwriting, Stage Design (including set, costume and lighting) and Theatre Directing. The Foundation Diploma in Acting & Theatre will commence in September 2014. A range of short courses are already 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 Foundation and Short Courses Director on a part-time basis. This exciting opening presents a unique opportunity for the first holder of the position to contribute to the development of The Lir's new Foundation Diploma in Acting & Theatre which will commence in September 2014 with an expectant intake of 16 students. Details of the Foundation Diploma can be found [here](#).

The Foundation and Short Courses Director will be a crucial member of a small team that includes a full-time Director, Administrator, Marketing Manager, Director of Technical Training, Head of Construction and Venue & Admissions Manager. This team is complimented by part-time Resident Theatre Director and Designers, a part Time Head of

Stage Management 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 primary role of the Foundation and Short Courses Director is to lead on the delivery of all aspects of the Foundation Diploma under the supervision and guidance of the Director and Academic Director. The role will involve contributing to the design and delivery of the taught modules, teaching on at least one of the 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 and Short Courses Director will also work with the Director, Director of Technical Training and Marketing Manager on the design, delivery and scheduling of a range of short courses offered at evenings, weekends and between academic terms. Details of the short courses currently on offer can be found [here](#).

Nature of Employment including expected time commitment:

The position is regarded as half-time (20 hours per week) averaged across the academic year. It may be possible (and even necessary) to facilitate more hours during teaching weeks (as outlined below) and fewer hours during academic holidays. This arrangement may help to facilitate professional engagements elsewhere throughout the contract. The Foundation Diploma and Short Courses Director, however, will be expected to prioritise part-time work at The Lir Academy at agreed times during the academic year and be available to ensure the smooth delivery of short courses throughout the year. Any absences from The Lir to undertake other professional work, including theatre engagements or other teaching commitments, would be at the discretion of the Director of The Lir and would be negotiated in good faith.

The Foundation Diploma will be taught over two 12 week terms comprising Michaelmas & Hilary terms (usually mid September to late March each year). Timetabled teaching hours on the Foundation Diploma will be agreed in consultation with the Director on the basis of the duties and responsibilities outlined below. In addition the Foundation and Short Courses Director will be expected to supervise the smooth running of all aspects of the Diploma and hold regular tutorials with individual students.

Short courses run throughout the year, usually in the evenings, at weekends and during Christmas, Easter & Summer holidays. The Foundation and Short Courses Director is not expected to be present during the delivery of all short courses, but will lead on the design, delivery and staffing of all courses and ensure a positive student experience throughout. The Foundation and Short Courses Director may also be required to teach an agreed number of hours on short courses as part fulfilment of the hours indicated in this contract, especially over the summer months.

Duties and Responsibilities:

Foundation Diploma:

- Be available to the Director and Academic Director for consultation on the design and delivery of the Foundation Diploma
- Work with the director 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 Administrator on the scheduling and timetabling of the course
- Teach at least 7 hours per week on the Foundation Diploma
- 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 and 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 to refine an 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 2015/2016 intake (maximum 2 days)

Short Courses:

- Work with the Director to devise appropriate short courses to the highest possible standards
- Cost and budget all short courses in the context of earned income targets agreed with Director and Marketing Manager
- Work with the Director of Technical Training on the design and smooth delivery of all technical short courses at The Lir
- Lead on the smooth delivery of all short courses at The Lir
- Work with the Director, and, where appropriate, the Director of Technical Training, to find suitably qualified and experience teachers to deliver all short courses
- Work with the Administrator on the scheduling and timetabling of all Short Courses
- Support the Marketing Manager in the provision of information to potential applicants regarding the content of short courses
- Work with the Admissions Manager to safeguard participants welfare and ensure they have a positive experience while studying at The Lir
- The Foundation and Short Courses Director may also be required to teach an agreed number of hours on short courses as part fulfilment of the hours indicated in this contract, especially over the summer months.

Other:

- Be available to the Marketing Manager to input into appropriate campaigns to attract applicants and meet targets for the Foundation Diploma and Short Courses
- Represent The Lir at public events when requested, especially with a view to promoting the Foundation Diploma and short courses to potential students
- Other duties as deemed appropriate by the Director

Person Specification:

Competencies

- Teaching: enjoy teaching and sharing one's knowledge and experience with others
- Motivation: have a commitment to professional training and to the development of young emerging talent
- Interpersonal skills: ability to interface effectively with various stakeholders; and to foster good working relationships
- Written communication: an ability to communicate effectively in writing. Documents are clear, concise and error-free

- Good organisational skills
- Resourcefulness: can work to own initiative; know 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

Qualifications, Knowledge & 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
- Experience in a professional theatre context would be considered an advantage
- Previous administrative or organisational experience, preferably in an 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
- Knowledge of the performing arts industry in Ireland would be an advantage
- Knowledge of the performing arts industry in the UK or further afield is desirable
- 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

Salary:

€20,000 per annum

Period of Employment:

Between September 1st 2014 and September 30th 2015.

The Foundation and Short Courses Director will be needed for an agreed number of days in advance of the starting date on a pro-rata basis.

Terms and Conditions of Employment:

The position is offered as a fixed term 13 month contract. The contract is potentially renewable following a review against agreed targets and performance metrics. The contract includes an initial three month probationary period.

The position is based primarily in The Lir Academy on Pearse Street in Dublin.

The Foundation and Short Courses Director is responsible to the Director.

Application Details:

All applications will be handled in the strictest of confidence by The Lir's Administrator, Anne Fitzpatrick.

Interested candidates should submit a letter of application and a full CV to anne.fitzpatrick@thelir.ie by 5pm on June 2nd 2014

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 June 18th 2014.

Applicants called to interview will be asked to prepare a brief outline and lesson plan (maximum four pages) for the delivery of one module of the programme. Details of the module will be supplied to short-listed candidates in good time.

The interview panel will comprise the Director Loughlin Deegan, Academic Director Prof. Brian Singleton and possibly one independent industry professional.

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

Application timeline:

Closing date for receipt of applications: 5pm on June 2nd 2014

Interviews: In Dublin on June 18th 2014

Starting date: September 1st 2014.

Further information:

anne.fitzpatrick@thelir.ie