



Head of Short Courses Job Description

OVERVIEW

The Lir Academy at Trinity College Dublin is seeking to appoint a new Head of Short Courses. 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. A separate part-time role of Course Director for the Foundation Diploma in Acting and Theatre will be advertised later in the year. The decision to advertise the two roles as part-time positions will allow potential candidates to continue to pursue external creative work in tandem with their work at The Lir.

POST SUMMARY

The primary role of the Head of Short Courses is to lead on all short courses at The Lir Academy. The Head of Short Courses will work with the Director of Actor Training & Postgraduate Study, Director of Technical Training, Marketing Director and Commercial Director 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](#).

Short courses run throughout the year, usually in the evenings, at weekends and during Easter and Summer holidays. The Head of Short Courses 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 position is regarded as flexi part-time (15 hours per week). This arrangement may help to facilitate professional engagements elsewhere throughout the contract. The Head of Short Courses, 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 short courses throughout the year. Any extended 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 Actor Training & Postgraduate Study and would be negotiated in good faith.

The Head of Short Courses will report to the new Director of Actor Training &

Postgraduate with an additional reporting line to the Commercial Director. The Head of Short Courses will work closely with the Short Courses Manager who leads on all administrative aspects of short course delivery.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Primary Role: Head of Short Courses

Creative Development:

- Lead on the design and smooth delivery of all short courses at The Lir
- Work with the Director of Actor Training & Postgraduate Study to devise appropriate short courses to the highest possible standards
- Providing strategic leadership in the design and planning of new short course initiatives and programmes each year
- Work with the Director of Technical Training on the design and smooth delivery of all technical short courses at The Lir
- Work with the Director of Actor Training & Postgraduate Study and, where appropriate, the Director of Technical Training, to find suitably qualified and experienced teachers to deliver all short courses
- Be available to the Director of Actor Training & Postgraduate Study for consultation on all matters relating to short courses
- Be available to observe showings throughout the year, especially those that form part of the students' formal assessment
- 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
- Lead on the delivery of The Lir's two longer-term short courses, the Junior Academy and Actors' Ensemble, acting as the de facto Course Director for both courses
- Produce the final performances for Junior Academy and Actors' Ensemble Courses
- Liaise with International University Partners to maintain relationships in the running of Summer Short Courses

Commercial Development

- Work alongside the Commercial Director to cost and budget all short courses in the context of earned income targets
- Work to ensure that all short courses are delivered within budget
- Provide creative support to the Commercial Director in devising new short courses
- Work alongside the Commercial Director to ensure that financial targets for

- Short Courses are met and exceeded each year
- Work alongside the Director of Marketing to ensure that effective marketing campaigns are in place for Short Courses
- Ensuring Short Courses are programmed in a timely manner allowing sufficient lead-in times to maximize sales

Operational Management

- Work with the Short Courses Manager to ensure the smooth delivery of all short courses both in The Lir Academy – or online, with The Virtual Lir
- Work with the Short Courses Manager to safeguard participants welfare and ensure they have a positive experience while studying at The Lir
- Work with the Venue Manager on the scheduling and timetabling of all Short Courses within the building
- Support the Marketing Director in the provision of information to potential applicants regarding the content of short courses
- Provide all necessary supports to the rest of the teaching staff to ensure that the content of the course is delivered to the highest standard
- Schedule Auditions for both the Junior Academy and Actors' Ensemble Courses

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:

- 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 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 (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 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

€16,000 per annum (pro rata based on a full-time salary of €40,000 per annum). Any teaching delivered by the Head of Short Courses 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 Head of Short Courses reports to both the Director of Actor Training & Postgraduate Study and to the Commercial Director of The Lir.

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, 27th March 2023.

Interviews will be held in Dublin the week beginning 3rd April 2023.

Preferred starting date is on or before the 2nd of May 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