



Department: Administration

Role: Academic Administrative Assistant, Part-Time

Overview:

The Lir, National Academy of Dramatic Art at Trinity College Dublin, is seeking to appoint an Academic Administrative Assistant on a part-time basis.

The Academic Administrative Assistant will report directly to the Academic Administrator, who is responsible for the smooth running of the Academy's academic administrative functions and student pastoral care. The Academic Administrative Assistant will support the administrative functions across all Trinity College Dublin courses at The Lir Academy and in doing so, will work closely with the heads of departments from time-to-time in addition to working directly with the Academic Administrator.

The Academic Administrative Assistant will be a key member of the administration team that includes the Director of Administration & Company Secretary, Finance Administrator, Academic Administrator, Events & Operations Manager, Admissions & Short Courses Manager, HR Manager and Receptionist.

Principal Duties and Responsibilities

Working closely with The Lir Academy's Academic Administrator to provide support in areas including:

Academic Administration

- Student registration and induction into a new academic year.
- Onboarding of new student cohorts into our ASIMUT timetabling software.
- Preparation of student timetables and daily management of space allocation of classrooms and workshops across The Lir's campus.
- Maintenance of student records on internal Lir systems.
- Coordinating and liaising with relevant academic staff on the preparation and management of student assessment and feedback documentation throughout the academic year.
- The coordination of travel and accommodation requirements for visiting tutors and Lir staff with The Lir's Receptionist.

- Maintenance and monitoring of student attendance records and notifying tutors of absences.
- Engagement with students around disciplinary processes (warning letter system).
- Preparation for Lir academic, committee and Exam Board meetings – coordination, document preparation, minutes etc.
- Acting as point of contact for The Lir's student body and teaching staff when required.
- Liaise with schools and offices in Trinity College Dublin and other relevant institutions as required by the Academic Administrator.

Academic and HR Administration

- Collation of tutor hours for the processing of payments for teaching staff.
- Engaging with HR in the completion of new starter forms for visiting tutors on an annual basis.

Health and Safety Administration

- Processing and filing of incident reports for The Lir's students and teaching staff as appropriate.
- Act as Fire Warden and First Aid Officer for the building as part of a team of safety officers.

General

- Carry out day-to-day office tasks that support the student body and teaching staff (photocopying, drafting letters and memoranda, record filing).
- Maintain accurate filing systems.
- Assist on long-term projects relating to the integration of Lir systems with larger TCD procedures (CMIS timetabling, Blackboard, etc.)

Person Specification

Qualifications, Knowledge & Experience

- Ideally have completed a Business or Arts Administration qualification with minimum 1-2 years' experience working in a busy office environment.
- Previous administration experience in the arts (specifically theatre) or education sector would be considered an advantage.

- An interest in the arts and arts education would be considered an advantage
- Good working knowledge of MS Office suite including Word, Excel, Access and PowerPoint.
- Good administrative and business support skills with proven ability to multi-task.
- Good 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 and 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 general 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: €16,500

Working hours: General working hours are Monday-Friday, 9am-1pm

Application details:

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

Deadline: Monday 9th March 2026

Interviews: Short-listed candidates will be contacted regarding interviews which will take place **Friday 20th March 2026**.

Selected candidates will be expected to make themselves available for interview in Dublin.

Terms and Conditions of Employment:

- The position is offered initially as a one-year contract, with potential for extension, and includes an initial six-month probationary period.
- The position is offered on the basis of a 20-hour week, 9am-1pm Monday – Friday.
- 12 days annual leave plus an additional 5 working days over the Christmas period, when The Lir Academy closes for the holidays.
- The successful candidate will also have the option to be enrolled onto the new auto-enrolment pension scheme, My Future Fund.

Start Date:

On or before the 20th of April 2026

About The Lir Academy

The Lir, National Academy of Dramatic Art at Trinity College Dublin (The Lir Academy) was established in 2011, Offering a range of undergraduate, postgraduate and short courses, The Lir Academy is successfully supplying the theatre, TV, film and wider entertainment sector with students who have been trained to the highest standards possible. All training, from introductory level to degree level, is taught by industry professionals who take immense pride in teaching their craft. The Lir Academy offers a three-year Bachelor in Acting (Hons) degree, a three-year Bachelor in Stage Management & Technical Theatre (Hons) degree, a one-year Foundation Diploma in Acting & Theatre and one-year Master of Fine Art programmes in Playwriting, Stage Design (including set, costume and lighting) Theatre Directing and Theatre Producing. A range of short courses are also offered.

The Lir Academy is synonymous with professional training in acting, voice, movement, stage management, stage construction, scenic art, lighting, sound, costume, playwriting, theatre directing, theatre producing and stage design.

The Lir Academy is housed in a custom-designed building with facilities catering to the range of training on offer. It was founded by the Cathal Ryan Trust and Trinity College Dublin. For the first ten years of its existence, The Lir Academy had a formal association with the Royal Academy of Dramatic Art (RADA) in London who acted as International Advisors on the foundation of The Lir Academy. The Lir Academy and RADA continue to work together as peer conservatoires, acknowledging the close links established during their formal relationship.

[More about The Lir Academy](#)