



Admissions & Short Course Manager Job Description

Overview:

The Lir, National Academy of Dramatic Art at Trinity College Dublin, founded in 2011, is seeking to appoint a key member of the administrative team. The role of Admissions & Short Course Manager offers a broad insight into the recruitment process of Lir students onto all our courses and workshops. This role is involved in nurturing young talent on our short courses and access programmes, as well as guiding applicants through to the final stages of acceptance onto our undergraduate and postgraduate degrees. The role of Admissions & Short Course Manager also offers the exciting opportunity to engage with our alumni through the facilitation of our Alumni Network, allowing the successful candidate to be part of a student's full progression from applicant to professional dramatic artist.

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 new media. 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 2 further performance studios, two dance studios, technical workshops, as well as a range of flexible teaching spaces and rehearsal rooms to suit the training of The Lir's young practitioners.

The successful candidate will join the Lir Administrative team that includes the Director of Administration & Company Secretary, Finance Officer, Academic Administrator, Events & Operations Manager, HR Manager, and Receptionist.

ROLE SUMMARY:

The primary role of the Admissions & Short Course Manager is to manage the admission process for Lir applicants. The Admissions & Short Course Manager will report directly to the Director of Administration and will also have a line of reporting to the Commercial Department in managing short courses. The Admissions & Short Course Manager will also work alongside the Development department with supporting the facilitation of the Alumni Network and both the Technical Training Department and Marketing Department on supporting recruitment drives for associated courses.

Principal Duties and Responsibilities:

Admissions Management (Postgraduate, Undergraduate and Short Courses)

- Handle telephone and email enquiries from applicants.
- Handle bookings and queries through our website, the Trinity College portal, and box office system (Stripe and Ticketsolve).
- Administer the processing of undergraduate and postgraduate course applications and short course bookings.
- Prepare and distribute schedules and correspondence for in-person and Zoom auditions and interviews.
- Facilitate in-person and Zoom audition and interview days.
- Short course administrative support to ensure the smooth running of short courses alongside the Head of Short Courses.
- Deputy Designated Liaison Person (DLP) during short courses in line with our Child Protection Policy.

Line Management and Support

- Line Manager for Receptionist
- Line Manager for part-time evening Receptionist
- First Aid Officer

Recruitment Support

- Support senior staff in the planning and managing of The Lir's outreach programmes and recruitment drives including Women in Technical Theatre, back-stage school tours and Lir Open Day events.

Alumni Network

- Support senior staff in the curation and coordination of Alumni Network events.
- First point of contact for Alumni Network queries.

Financial/Bookkeeping

- Keep accurate records of incoming revenue from short courses and application fees.
- Establish and maintain accurate filing systems.

Person Specification

Qualifications, Knowledge and Experience

- At least 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.
- 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
- 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 and verbal communication.
- 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:

€30,000 per annum

Working hours:

General working hours are Monday-Friday, 9.00am – 5.00pm. Weekends are required for second and final round auditions for the Bachelor in Acting degree course and the annual Open Day with TOIL.

Application Details:

All applications will be overseen in the strictest of confidence by The Lir's HR Manager, Jennifer McConnell.

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, Monday 15th July 2024.**

Interviews: in Dublin, Thursday 18th July 2024.

Preferred starting date: on or before the 1st of August 2024.

Selection methods:

Short-listing of candidates will be on the basis of the information contained in their CV and covering letter.

Further information: recruitment@thelir.ie