

The Lir Academy Pronoun Policy

This document is an overview of a number of key areas relating to the communication of pronoun use at The Lir Academy for staff and students.

These guidelines have been developed with the input of members of The Lir Academy community to reflect discussions that have taken place on ways to improve inclusivity and the professionalism of communications at the academy both internally and externally.

As part of that inclusivity, The Lir Academy has created these guidelines to offer opportunities for members of our community to outline their pronouns should they wish. The adoption of the guidelines is on a voluntary basis.

The Lir Academy requests that all members of The Lir Academy's community review these guidelines and implement them in the spirit of dignity and respect that they were created (see more [here](#)).

This is a living document to ensure that best practice is continually upheld. If you have any feedback, suggestions, questions or concerns, please contact Jessica Hilliard jessica.hilliard@thelir.ie.

Student Pronoun Disclosure

As part of their initial registration, incoming students will be offered the opportunity to disclose their pronouns should they choose to do so. Details of disclosed pronouns will be held on file and available for reference by administrative staff in line with this policy.

Registration sheets will be provided to each tutor by the Administration team so that they have the most up-to-date information for each student in their classes. They will also be provided to relevant students e.g. MFA students, who are working with students in leading productions. These details may be referenced while preparing production contact sheets or relevant internal communications. Disclosure of pronouns at registration shall be considered an 'opt-in' to this process.

Amending Pronouns

Should a student wish to update their pronouns at any stage, they may do so by contacting the Academic Administrator directly. This may include 'opting out' of listing your pronouns on production contact sheets or disclosing your pronouns to teaching or administrative staff if required.

Induction / Classroom / Meeting Etiquette

At the start of each academic year or when working with a new staff member or group of students, it is suggested that staff outline in introductory sessions that students can share their pronouns with the class as part of class discussion, if they wish. Staff can also use this as a

point to reference their own pronouns if they would like to do so. Again, this is on a voluntary basis and at no point should staff or students be directly asked to share their pronouns.

Contact Sheets

The Lir Academy's administration team maintains contact sheets for each student intake to ensure that it has up to date on students. These details will include pronoun usage, if declared. This information can be amended at any point at a student's request as outlined above.

Production Contact Sheets

Production contact sheets for public productions will include company members' pronouns as default. Pronouns of staff and students will be provided by the administration office to the Stage Manager in advance of the first week of rehearsals, in line with their existing preferences. For visiting professionals, pronoun details will be requested at the start of each production by the Stage Manager for use in rehearsal calls, backstage calls, schedules and show reports. Any Company member, staff, student or visiting professionals may choose to opt-out of listing their pronouns by contacting their Stage Manager directly.

Prefixes

The use of prefixes (Mx, Ms, Mr etc.) when addressing company members remains a common industry practice in many environments, and as such, it is the current Lir policy to adopt their usage on Lir productions. Stage Managers will contact company members ahead of the first rehearsal to ensure that their preferred prefixes are used on call sheets. If a cast or crew member would prefer not to use a prefix, they can opt to use their full name instead.

Dressing Rooms

The Lir Academy currently has facilities for two onsite dressing rooms, one for a majority of people who identify as women and one for a majority of people identifying as men. Students will be asked at the start of the academic year to outline which room they would feel most comfortable with. Students may request to change their dressing room at any time, with each request being reviewed on a case-by-case basis.

Professional Description

The Lir Academy uses the term 'actor' for all performers at the academy for general and formal communications. Should a performer have an alternative preference, they are welcome to use that in their own interactions.

Show Announcements

The use of gender-neutral terminology is used across all departments at The Lir Academy and that includes our audiences. We use the term 'everybody' in announcements both back and front of stage.

Backstage announcement example:

Good evening/morning company members of The Lion King, this is your ten-minute call, your ten-minute call, thank you.

Front of House announcement example:

Greetings everybody and welcome to The Lir Academy.

Before the show starts, please take note of your nearest emergency exit, which may be behind you, and in the event of an emergency please follow the instructions of venue staff.

Please note that photography or recording of any kind is not permitted, and we ask that everyone takes a moment now to ensure all mobile phones are switched off.

In light of Covid 19 restrictions, Masks must be worn at all times when in the building and when seated in the auditorium. Please follow the instructions of venue staff at all times, especially when entering and exiting the venue.

If you leave the auditorium at any point during the performance, you may not be readmitted.

Thank you very much, and we hope you enjoy the show!

Online Meeting Profiles

It is requested that all staff and students ensure that their names are indicated on their Zoom profiles so to ensure easy flow of interaction. Participants can also choose to add their pronouns there. An example of this would be: Naoise Kerins (she / her / hers)

Email Signatures

Outlined below are suggested templates for staff and students to use for their email signatures to include The Lir Academy style guidelines. This is to standardise the look and feel of Lir communications and provide an opportunity for staff and students to outline their pronouns should they wish to do so.

These signatures are not mandatory, they have been designed to assist in supporting better communication for everyone.

These signatures will work in the following format and should be in font style Arial, size 10.

Signature - staff

1. Staff Name
2. Position
3. Pronouns (optional)

Institutional details:

4. Name
5. Address
6. Direct line / relevant telephone number
7. Website

Optional additions - dependent on each individual's departmental remit e.g.

8. The Lir Academy charity number
9. Social media details
10. Full time programmes, short courses, upcoming productions, Lir at Work development events, become a Friend

Example:
Emerald Nolan
Lir Academy Manager
Pronouns: she / her / hers

The Lir National Academy of Dramatic Art at Trinity College Dublin
Trinity Technology and Enterprise Campus,
Pearse Street (at Grand Canal Quay),
Dublin 2,
Ireland
Tel: [+353 1 896 XXXX](tel:+3531896XXXX)
www.thelir.ie

Follow us on [Facebook](#), [Twitter](#) and [Instagram](#)
[Short Courses](#) | [Undergraduate Courses](#) | [Postgraduate Courses](#)
Upcoming courses: [Introduction to Acting](#), [Introduction to Screen Acting](#), [Character and Scene Study](#)

Signature - student

Students often have a public facing role to play as part of production teams. Adding a signature adds a professionalism to their interactions.

The suggested format is as follows:

11. Student name
12. Area of study
13. If relevant, production name (in italics) and role in the production
14. Pronouns (optional)

Institutional information

15. Name
16. Address
17. Phone number – not required and this can be The Lir reception desk, or the students own mobile number – depending on the relevance
18. Website

Example
Dara Parton
Stage Management & Technical Theatre Student
The Unreturning Deputy Stage Manager
Pronouns: they / them / theirs

The Lir National Academy of Dramatic Art at Trinity College Dublin
Trinity Technology and Enterprise Campus,
Pearse Street (at Grand Canal Quay),
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www.thelir.ie

Data Retention

As referenced above, The Lir Academy's admin team maintains contact sheets for each student intake to ensure that it has access to relevant and accurate data on students. Details of disclosed pronouns will be held on file and available for reference by administrative staff, in line with this policy. All data is stored in line with current Data Protection regulations.

In Conclusion

This document may be revisited and updated on an ongoing basis. The Lir Academy is a place of learning in every aspect of our work. The aim of this document is to support every part of our community to ensure that they can choose or abstain from expressing their pronouns.

We ask of everyone that if you make a mistake in using a pronoun, to apologise and move on with the correct use. If you notice that a someone is being misgendered through pronoun use but is not comfortable addressing it themselves, support them by asking them directly if it would help for you to correct it.

Sources Referenced

https://www.equity.org.uk/media/3465/equity_lgbt-casting-guide.pdf

<https://www.gse.upenn.edu/news/educators-playbook/erin-cross-pronouns-gender-identity>

<https://uwm.edu/lgbtrc/support/gender-pronouns/>

https://en.wikipedia.org/wiki/Preferred_gender_pronoun

If you have any questions or suggestions in relation to this policy, please contact Jessica Hilliard, Director of Marketing – jessica.hilliard@thelir.ie.