



Training Coordinator

Overview

The Lir National Academy at Trinity College Dublin is seeking to appoint a Training Coordinator for its Commercial Department. This position will work across the academy's corporate communication training initiative – *The Lir at Work*, as well as our range of short courses in acting, stage management and technical theatre and creative skills. This exciting opening presents a unique opportunity for the right candidate to join an ambitious team at a crucial stage in its development.

The Lir Academy

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, stage managers and theatre technicians to the highest international standards for careers in theatre, film, television, events, 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 two further performance studios, a dance studio, technical workshop, and a range of flexible teaching spaces to suit the training of The Lir's young practitioners.

The Lir's over-arching ambition is to become one of the leading drama academies in the world. It aims to ensure that its resources, facilities and equipment are sufficient to achieving this. Following a hugely successful start-up period, The Lir's current focus is to achieve newly identified strategic priorities.

Training Co-Ordinator:

The primary role of the Training Coordinator will be to work with the Commercial Director in organising and managing workshops for *The Lir At Work* as well as liaising with customers enquiring about our range of short courses.

- **The Lir At Work:**

Launched in 2016 in partnership with RADA Business, The Lir At Work offers a variety of communications workshops to Irish businesses – using actor training techniques to help people in business become brilliant communicators.

Our workshops include areas such as Presenting Skills, Storytelling, Leadership Personal Impact and Online Communication Training. See www.theliratwork.ie for more details.

- **Short Courses**

As well as our full time Diploma, BA and MFA courses, The Lir Academy also runs over 60 short courses during the year across acting, stage management and technical theatre, and creative skills. See www.thelir.ie for more details

Main Duties:

- Turn-key project management for *The Lir at Work* workshops.
- Liaising with Clients / participants / tutors/ venues for all workshops as required
- Workshop scheduling
- Providing administrative support for Commercial Department
- Managing short course enquiries
- Taking payments / invoicing
- Database management
- Research projects (as required)

Person Specification:

Qualifications, Knowledge & Experience

- Previous experience in training & development / client service / administration; particularly in the cultural, voluntary or educational sectors, would be a significant advantage.
- Knowledge of the performing arts, specifically theatre / acting, would be an advantage.
- Excellent working knowledge of MS Office suite including Word, Excel and PowerPoint.
- Excellent 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.
- Strong written and verbal communication
- 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 various stakeholders; fosters good working relationships.
- 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.

WHAT WE OFFER

- A competitive salary and performance related annual bonus.
- Flexible Working Hours
- Flexible Holidays (20 days per year).
- Cycle-to-Work Scheme.
- Employee Assistance Programme (EAP)
- 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 of 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

€25,000 per annum / Commensurate with experience

TERMS AND CONDITIONS OF EMPLOYMENT

- The position is initially offered with 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 Training Coordinator reports to the Commercial Director of The Lir Academy.
- General working hours are Monday-Friday, 9am-5pm.
- The Training Coordinator may be required to work outside these hours particularly on performances and events taking place outside of normal working hours.
- Salary range is €23-€25k, commensurate with experience.
- Application Details: All applications will be overseen in the strictest of confidence by The Lir's Commercial Director, Paul O'Connor
- 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 Tuesday 31st August 2021.**
 - Interviews: in Dublin the week of **September 6th 2021**
 - Preferred starting date: on or before **October 1st 2021**
 - Selection methods: Short-listing of candidates will be on the basis of the information contained in their CV and covering letter.
 - Interviews will take place online via Zoom.

- o 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