

## Head of Stage Management - Maternity Cover

### Job Description

#### Overview:

The Lir National Academy of Dramatic Art at Trinity College Dublin trains stage managers, theatre technicians, actors, designers, directors and playwrights to the highest international standards for careers in the theatre and allied professions.

The Lir Academy was developed by the partnership of the Cathal Ryan Trust and Trinity College Dublin; it is formally associated with the world-renowned Royal Academy of Dramatic Art (RADA). The Lir Academy opened its doors to the first students in September 2011 and is amongst the world's leading training facilities. Training at The Lir Academy is significantly practise-based and to facilitate this, The Lir Academy produces 10 plays and 2 films with the undergrad technical, final year acting and postgrad students each year. Alongside this, there is the delivery of classes and technical support provided to the internal acting projects.

The Lir Academy is currently seeking a Head of Stage Management to cover a period of maternity leave. This role is part of a team of full-time and part-time staff that are responsible for the teaching and delivery of technical courses and the smooth running of The Lir Academy's resources.

#### Post Summary:

The Lir Academy is looking for someone with commitment and passion for educating students in theatre and the broader world of entertainment. The Head of Stage Management will deliver training and mentoring to stage management and technical students, oversee students' work on Lir productions, work directly on Lir productions and be part of the venue technical and facilities team.

#### Principal Duties and Responsibilities:

##### *Stage Management Department*

- Train and mentor Stage Management and Technical students in the Stage Management department as well as other students of The Lir Academy
- Lead classes on Stage Management
- Supervise students on Stage Management or related research
- Provide hands-on tuition to students in the lead up to and during Lir productions
- Oversee and manage the upkeep and maintenance of the Stage Management department, Stage Management stores and the associated equipment and materials.
- Supervise students on Lir productions and be available to productions if the need arises
- Work with Acting, MFA, and Foundation courses on their project needs

##### *Events & Academy*

- Be available to work on external events taking place at The Lir Academy if need arises
- Work with the Academic Administrator and Facilities Manager to ensure the smooth running of The Lir Academy, particularly as it relates to the department

### *Other responsibilities*

- Work with all Lir staff to ensure that The Lir Academy's health & safety policies are followed and it is a safe working environment
- Uphold duties as Covid-19 Compliance Officer for rehearsal rooms and technical rehearsals. Training will be provided.
- Other duties as required by the Director of Technical Training

### **Person Specification:**

The following attributes, experience and qualifications are desirable, but not all are essential:

#### *Qualifications, Knowledge & Experience*

- An aptitude and enjoyment of teaching, particularly to students who have a range of prior knowledge in this area from none to adept
- Significant experience working in a theatre environment is regarded as essential
- Previous teaching experience is an advantage
- Significant experience in technical theatre
- Good basic computer skills
- Experience in theatre Stage Management and related skills
- Experience and up-to-date knowledge in health and safety relevant to this work

#### *Competencies*

- A passion for supporting students, fostering and nurturing talent
- Strong ability to organise and work effectively under time pressures and on own initiative
- Have the ability to forward plan
- Strong communication skills
- Work well within a team environment
- Motivated: displays a 'can-do' attitude; is committed to The Lir Academy and its goals

## **Terms and Conditions of Employment**

The position is offered as a 32-week engagement from March 29th 2021 to November 5<sup>th</sup> 2021. The contract includes a three-month extendable probationary period. The working days are Monday to Friday and will include some weekends. The hours will also cover events and performances. The Head of Stage Management will report directly to the Director of Technical Training.

## **Salary**

The salary offered is €650 per week based on a 40-hour week and time off in lieu is offered for hours worked during the busy periods where staff are expected on long days or weekends.

## **Application details:**

Interested candidates should submit a letter of application and a full CV to Barry Conway, Director of Technical Training via [recruitment@thelir.ie](mailto:recruitment@thelir.ie)

## **Deadline:**

Monday 1st March 2021

## **Interview Dates and Selection methods**

Shortlisting of candidates will be on the basis of the experience outlined in their CV and covering letter.

Shortlisted candidates will be contacted regarding interviews.

Interviews will be held on Tuesday March 9<sup>th</sup> 2021 over Zoom