

RIAM Head of Vocal Studies and Opera

Job Title:	Head of Vocal Studies and Opera
Reporting to:	Director of RIAM
Role type:	Full time 5-year fixed term contract. 35-hour net working week to comprise of maximum 6 hours teaching (during the 30-week academic year) and 29 hours administration.
Annual leave:	29 Days annual leave per annum (including RIAM closure days).
Salary Scale:	Commencing point 1 of lecturer scale new entrant (unless otherwise agreed with applicants already placed on lecturer pay scale) Please see Appendix 1 for salary scale.
Pension:	Employer pension scheme with minimum employee pension contribution set at 5% of gross salary and employer contribution at 10% of gross salary.
Location:	RIAM, 36 – 38 Westland Row, Dublin 2.

The nature of this role will involve on-site work at the RIAM campus on Westland Row. Due to the nature of the role, work may be required outside standard office hours and at venues other than the main RIAM campus. Term-time opening hours are Monday to Friday from 8.30 am to 9.00 pm, Saturday until 7.00 pm, and Sunday from 10.00 am to 5.00 pm.

- Closing date for applications: Wednesday 10th December 2025, 4.00pm.
- First interviews to take place: week commencing 12th January 2026
- Second interviews to take place: TBC
- Start date: 1st September 2026

Applications should contain a letter of motivation and curriculum vitae and should be submitted to ruthmeehan@riam.ie. Only applications sent to this email address will be accepted. Subject line should read 'Head of Faculty'. Documents should be sent as one PDF only; applications received in any other format will not be accepted. Applications received after the closing date will not be accepted.

Interview information

In the first interview, shortlisted candidates will be asked to give a presentation on their Vision for the RIAM Vocal Studies Faculty. The time limit is 15 minutes for the presentation (verbal presentation with accompanying power point slide deck).

The second interview will involve a more open-ended discussion on RIAM's 5 year strategy (2026- 2030). Documentation will be provided in advance.

We would ask that the successful candidate be available for high level onboarding in this role the weeks of the 23rd February and 2nd March 2026 which will be payable at the advertised rate pro-rated. Actual start date will be 1st September 2026.

www.riam.ie

[RIAM Staff Recruitment Policy](#)

Head of Vocal Studies and Opera Job Description

The Royal Irish Academy of Music is the national conservatoire for music in Ireland, specialising in classical music creation and performance. RIAM is an associate college of Trinity College, the University of Dublin. RIAM is undergoing a period of expansion and transformation, led by a recent campus re-development and curriculum reform project. At RIAM we value: *living in music; high performance; authentic artistry; authentic listening; accountability; humility and care.*

The position of Faculty Head is designed to facilitate the management of each RIAM Faculty to achieve and maintain the highest possible academic, musical and professional standards.

You will therefore be key in facilitating an excellent Vocal Studies student and stakeholder experience across the RIAM's four educational areas: Junior RIAM, Tertiary RIAM, RIAM Adult Division, and RIAM Exams.

You will be required to recruit and maintain home and international students for RIAM's Undergraduate and Postgraduate programmes as a top priority. To achieve this, working closely with the Director, you will create and facilitate a quality-focused learning environment where students can fulfil their potential by gaining relevant and adaptable knowledge and skills for both non-professional and professional music training.

You will lead and develop the RIAM Vocal Studies Faculty (currently 12 staff, 60 full-time students, and 16 Junior RIAM students) strategically and manage all assigned staff in line with RIAM policy.

You will also make a significant contribution to the continuous enhancement of the Faculty through staff recruitment, retention and continuing professional development, thereby ensuring its continued academic, artistic and professional relevance.

You will oversee a fully staged opera annually, as well as vocal song projects, masterclasses, international partnership projects and concerts.

You will oversee auditions, assessments, curriculum reviews with administration support from the Tertiary office. It is expected that you will also undertake a level of administration directly yourself in the course of your daily activities.

You will initiate and maintain high-level contacts within the profession and will develop and nurture links with our key potential partner organisations and individuals

(private music teachers, specialist music schools, opera companies and Festivals, masterclass artists, industry experts etc.)

As a member of the RIAM Board of Studies, you will help drive the academic strategy of the RIAM, in particular contributing to the successful implementation of aims and objectives in the RIAM Strategy 2026-2030. You will be required to Chair Academic Committees.

You will also be expected to contribute to the management and development of the RIAM as a whole and will be required to uphold the highest standards of governance, probity and accountability in all aspects of your role.

Context

Operating Environment:

The RIAM offers an exciting, varied and deeply rewarding working environment. You will operate in an academic environment, which may include venues and locations outside of RIAM's premises.

Framework and Boundaries:

You will be responsible for the implementation of all RIAM policies, ensuring that staff are aware of them and abide by them. You will monitor the implementation of such policies and be responsible for taking any necessary action arising. In particular, there is a high level of accountability for ensuring that effective health and safety practices are embedded in all aspects of the work of the faculty, and that required standards are met.

Complexity:

You will be required to lead and manage a team following a time of significant change within the RIAM and within the sector in Ireland. The requirement is to lead and strengthen the Faculty in terms of quality in all aspects of its operation. You will be expected to contribute to the continuous improvement of the RIAM's management and academic management systems

The RIAM expects a high level of responsibility and accountability in posts that manage staff.

Duties and Responsibilities

In addition to the duties listed above, you will be required to:

Leadership

- Treat all colleagues, students and contacts with respect and in accordance with the values of the RIAM.
- Participate in RIAM's strategic planning, development and delivery.
- Take responsibility for all Quality Assurance issues within the Faculty.
- Be responsible for the effective leadership, academic direction and line management of all staff (Part time, Full time, Visiting Artists and Teaching Assistants) in the interests of raising standards.
- In relation to the pre-college division, support the Head of Junior RIAM in fostering a positive, enthusiastic and stimulating learning environment for children.
- Manage defined budgets for the faculty, under the direction of the Chief Finance Officer and Director.
- Ensure that appropriate staff development, career review and activity planning procedures are undertaken within the Vocal Studies Department on a continuous and regular basis.
- Contribute to the development of RIAM's academic and administrative policies and processes.

Curricula

- Be responsible for the creation and implementation of effective learning support materials such as curricula and syllabi, ensuring they are up to date with best practice.
- Promote equality and parity of opportunity in and through the curriculum.
- Be responsible for the adequate provision of Faculty masterclasses, Open Days and performance opportunities.
- Contribute to content development in the RIAM Adult Division and RIAM Exams divisions as required, and manage content from your faculty in relation to same.
- Be responsible for delivery of an annual opera at RIAM.

Operations

- Be responsible for the day-to-day management and delivery of the Vocal Studies Faculty in all of its aspects, including liaising with students, the Junior RIAM and Tertiary RIAM offices on admissions, auditions, allocations, timetabling, programme delivery and in presence leadership at assessments.

- Be responsible for the following tasks associated with examinations: selection of examiners, selection of sight-reading where required, regular review of assessment requirements, ensuring that there is an agreed marking standard across all Faculties.
- Participate as a member of all designated internal and external committees as required.
- Participate in RIAM events and initiatives as required and within the scope of the role.
- Regular contact and liaison will also be required with the Head of Artistic Planning and Head of Junior RIAM in respect of performance schedules and timetabling.
- Undertake any other duties as may reasonably be required by the Director.

Health and Safety

- As a manager to lead on health and safety at work and to ensure your own safety and that of other persons who may be affected by your work activities.
- To apply at all times best practice in health and safety. You must safeguard the health and safety of all persons affected by the work activities you supervise at any premises you have control over.
- To work in the safe manner in which you have been trained and to advise your line manager of any health and safety issues you become aware of.
- To familiarise yourself with the detail of the RIAM's Policies and procedures and to ensure adherence.

Use of equipment and other appliances

- To take fullest care in handling, operation and safeguarding of any equipment, vehicles or appliance, used or issued by the RIAM or provided or issued by a third party for individual or collective use in the performance of your duties.

Personal Development

- To continuously enhance best practice in your area, undertaking training and Continuous Professional Development as appropriate.

Information Technology

- To implement security measures to protect against unauthorised access to, alteration or disclosure of information held on computer and to ensure adherence to the principles of the Data Protection Act and appropriate IT policies and procedures.
- To undertake any training in the operation of new technologies and associated systems as required.

Person Specification

Although the under-mentioned qualifications are desirable, equivalent skills and experience may be deemed equally acceptable.

Qualifications:

- A postgraduate degree level qualification or equivalent professional experience in an appropriate and relevant subject.

Experience:

- Principal study teaching experience
- An international professional profile as a performing artist
- A track record of excellence in teaching in the conservatoire setting
- A track record of success in 3rd level student recruitment
- Experience in a leadership role, and track record for visionary leadership
- Experience of managing staff and budgets
- Experience of managing opera productions or similar live stage productions desirable
- The ability to manage and unify a diverse range of staff members
- A detailed knowledge and understanding of the music profession and evolving opportunities for music graduates
- Excellent communication skills and the ability to work both independently and as part of a team.
- Experience of academic programme management and development

Knowledge and Skills:

- A deep and applied knowledge of contemporary professional practice in performance and contemporary teaching methods in a conservatoire environment
- Demonstrable knowledge of the national and international cultural landscape
- Demonstrable knowledge of the education sector

- Extensive knowledge of the specialist subject area
- Knowledge of Quality Assurance systems in Higher Education
- Proven ability to deal with complex issues, with excellent interpersonal, communication and influencing skills

Further Important Information

This is a fixed term contract of 5 years duration. External applicants will be considered by the interview panel for permanent employment at the same level and pay scale in an academic role following the fixed term contract and will be eligible to reapply for the Head of Faculty Role if they so wish.

Internal applicants will be considered to be taking on this 5-year fixed term role on an acting up basis and will return to their original contract of employment on completion of the fixed term of this contract. They will be eligible to reapply for the Head of Faculty Role if they so wish.

Due to the nature of the role requiring contact with young persons under 18 years of age Garda Vetting will be required in line with the NATIONAL VETTING BUREAU (CHILDREN AND VULNERABLE PERSONS) ACT 2012.

You will be required to complete any Health and Safety training and other relevant training deemed necessary to carry out the functions of the role.

We are committed to a policy of equal opportunity and encourage applications under all nine grounds of the Employment Equality Act.

If you have a disability or need reasonable accommodation made during the selection process, we strongly encourage you to share this with us so that we can ensure you get the support you need. Reasonable accommodation in our selection process refers to adjustments and practical changes which would enable a disabled candidate to have an equal opportunity for this competition.

Appendix 1

Lecturer (New Entrant)	1	€61,553
	2	€64,381
	3	€68,253
	4	€71,396
	5	€82,354
	6	€85,140
	7	€87,931
	8	€90,734
	9	€93,552
	10	€96,349
	11	€99,144
	12	€101,953
	13	€104,755

Lecturer (pre-2011)	1	€68,253
	2	€71,396
	3	€82,352
	4	€85,223
	5	€88,123
	6	€91,036
	7	€93,964
	8	€96,869
	9	€99,774
	10	€102,693
	11	€105,605